# FACULTY HANDBOOK

*Last revised June 2025*

# MEDICAL EMERGENCY – WEATHERFORD CAMPUS

In case of medical emergency, individuals should call the **Campus Police at extension 3111.** If there is no answer, call Weatherford Police Department at 8-911 or 772-7791**.** Please be prepared to provide the following information:

1. Your name and your location
2. The individual's name (if known) and physical location
3. Brief description of the type of accident, injury, illness, or emergency situation

Campus Police will contact SWOSU Nurse or ambulance services as needed. The Campus Police are CPR certified and carry a defibrillator.
**NOTE:** Never hesitate to call an ambulance if you think the situation demands it.
**AMBULANCE NUMBER: 8-911.**

# MEDICAL EMERGENCY – SAYRE LOCATION

In case of medical emergency, individuals should call the Location Coordinator's office, extension 107, or Counselor's office, extension 131. Please be prepared to give the following information:

1. Your name and where you are calling from
2. The individual's name (if known) and physical location
3. Brief description of the type of accident, injury, illness, or emergency situation

Note: Never hesitate to call an ambulance if **you** think the situation demands it.
**AMBULANCE NUMBER: 8-911.** The non-emergency Sayre police number is (580) 928-2122.

# DISCLAIMER

The Southwestern Oklahoma State University (SWOSU) *Faculty Handbook* endeavors to reflect the policies of the Board of Regents of the Regional University System of Oklahoma (RUSO) and SWOSU and be in compliance with state and federal law. RUSO policies and state and federal laws supersede SWOSU policies to the extent that they are in conflict. Any policy that is ambiguous may be interpreted by RUSO and/or the President. These policies are subject to change at any time. The policies in the handbook may only be modified, altered, initiated, revoked, or amended in writing by authorization of the President. No verbal communication by any university official is sufficient to effectuate a change in policy. The *Faculty Handbook* is not intended to provide any assurance of continued employment and in no way should be construed as an employment contract.

# EQUAL OPPORTUNITY/AFFIRMATIVE ACTION COMPLIANCE STATEMENT

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Southwestern Oklahoma State University, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans With Disabilities Act and to the extent required by these and other federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, genetic information, political affiliation, marital status, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

# TITLE IX STATEMENT

Southwestern Oklahoma State University is committed to providing an educational, living and working environment that is free from discrimination based on sex for all members of its community to include students, faculty, staff, vendors, contractors, guests, and visitors. Title IX is a federal law under the guidance of the Department of Education and the Office of Civil Rights that prohibits all forms of sexual or sex-based harassment, discrimination, or sexual misconduct, including sexual violence, sexual assault, and stalking.

Title IX applies to conduct that occurs in an educational program or activity, including locations, events, or circumstances over which SWOSU exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any RUSO or SWOSU owned or controlled premises and buildings owned or controlled by student organizations officially recognized by the university. It applies regardless of the sex or sexual orientation of the parties.

Individuals with a concern or seeking assistance on this matter may contact the Title IX & Compliance Coordinator, Cindi Albrightson at 580.774.3108 or titleix@swosu.edu. In addition, individuals may also contact the Dean of Students Office, Human Resources Office, Campus Police Department, and/or any senior administrators. The full Title IX policy is available on our website.

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# FOREWORD

The *Faculty Handbook* contains university policies of general interest to the faculty. Sources used in the preparation of the *Faculty Handbook* include the following: the most recent edition of the *Faculty Handbook*; RUSO Policy Manual; OSRHE Policies and Procedures; *Personnel Handbook*; *Student Handbook*; Minutes and Annual Reports of the Faculty Senate; SWOSU Catalog, and *Advisement Handbook*.

Democratic participation in the administration and operation of SWOSU is strongly encouraged so that Southwestern Oklahoma State University may more fully realize its potential. Realizing this objective requires the sharing of information and common understandings. The *Faculty Handbook* is a response to these needs.

Omissions in the policies printed in the *Faculty Handbook* should be reported to the Provost. The *Faculty Handbook* will be reviewed and updated periodically by the Provost with the Faculty Senate Executive Committee and approved by the President.

Some of the policies contained in the *Faculty Handbook* were established by the Oklahoma State Regents for Higher Education and RUSO; others were the result of recommendations of faculty committees; still others are administrative in nature. Should RUSO and/or the President determine that policies developed by the administration and faculty conflict with those adopted by the Regents, the Regents' policies shall take precedence.

Additional university policies are posted on SWOSU Web site. Links are established within the *Faculty Handbook* to facilitate access to relevant related policies.

# PRESIDENT'S STATEMENT

Dear Faculty Members:

The centrality of SWOSU faculty in the educational process cannot be underestimated. Thank you for serving as key partners in making SWOSU a premier regional university.

The *Faculty Handbook* describes the policies developed in accordance with the policies of the Board of Regents of RUSO. The intent of the *Faculty Handbook* is to provide a guide for faculty to assist in their professional growth and contributions to the mission of SWOSU

I appreciate the outstanding work the faculty achieve each day and welcome your suggestions for improvements in the *Faculty Handbook*.

Sincerely,

Diana Lovell, Ph.D.
President

# HISTORICAL BACKGROUND

Southwestern Oklahoma State University (SWOSU) is authorized to offer a broad range of curricula from associate's degrees to professional doctorates. The additional locations at Sayre and Yukon are authorized to provide coursework in both general and specialized areas of study.

SWOSU was established by an act of the Oklahoma Territorial Legislature in 1901 as the Southwestern Normal School, authorized to offer two years of training for public school teachers. The first classes met in 1903. Initially, four years of preparatory work for pre-college students were offered.

In 1920, the preparatory (academy) courses were eliminated and two additional years of college work in teacher training were added. The State Legislature approved a change of name to Southwestern State Teachers College. The first baccalaureate degrees were awarded in May 1921. Other changes in name and purposes occurred in 1939 when the institution was designated as Southwestern State College of Diversified Occupations, and in 1941, when it became Southwestern Institute of Technology. During this two-year period, the college added a school of pharmacy, degree work in the arts and sciences, and trade schools.

In 1949, the Oklahoma State Legislature changed the name of the institution to Southwestern State College, and in 1974, to Southwestern Oklahoma State University, without altering its purposes and objectives. On July 1, 1987, Sayre Junior College was merged with Southwestern Oklahoma State University as a branch campus designated Southwestern Oklahoma State University at Sayre.

Southwestern Oklahoma State University at Sayre was founded as Sayre Junior College in 1938 under legislative authorization which permitted public high schools to add a 13th and 14th year of study to their curricula. Nineteen public schools took this step. In 1940, the college name was changed to Oklahoma Western Junior College; however, the original name was soon adopted again, and in May 1940 the first degrees were conferred. In 1956, Sayre Junior College moved from facilities occupied jointly with Sayre High School to its present location on old Highway 66. The merger with Southwestern Oklahoma State University marked the end of the Oklahoma community college system, since Sayre Junior College was the only such institution remaining of the original nineteen. The Sayre location is located 60 miles west of Weatherford. Its primary service area is western Oklahoma. It offers open admission to high school graduates as well as to students who do not hold a high school diploma.

Southwestern Oklahoma State University at Yukon is approximately 10 miles west of Oklahoma City and 50 miles east of the SWOSU main campus in Weatherford. Its primary service area is Canadian County. Southwestern Oklahoma State University at Yukon was

established after the creation of a partnership between SWOSU and Yukon Public Schools (YPS) on December 2, 2019. The original partnership created three programs. First, YPS made space available for the purpose of offering SWOSU undergraduate and graduate coursework. Second, it established a program in which YPS employees could complete undergraduate and graduate degrees through specialized programs both on the YPS campus and online. The degree completion program was established to allow YPS employees to gain education-related certifications and degrees while still working full time for YPS. Third, it laid the groundwork for a concurrent enrollment program.

Southwestern Oklahoma State University offers eight associate degrees, five associate of applied science degrees, 42 bachelor's degrees, 17 master's degrees, one educational specialist degree, and one professional doctorate.

# MISSION

The complete Values, Vision, and Mission statements of SWOSU may be found here on the SWOSU website.

The mission of Southwestern Oklahoma State University:

> Southwestern Oklahoma State University empowers students to achieve personal and professional success through innovative teaching, scholarly discovery, personalized support, and pioneering partnerships with commerce and community.

# ACCREDITATION

The undergraduate and graduate programs at Southwestern Oklahoma State University are accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools and the Oklahoma State Regents for Higher Education.

Programs offered by Southwestern Oklahoma State University are also accredited or certified by the following agencies:

- Accreditation Council for Business Schools and Programs (ACBSP);
- Accreditation Council for Pharmacy Education (ACPE);
- Accreditation Council on Occupational Therapy Education (ACOTE);
- Accrediting Commission for Education in Nursing, Inc. (ACEN);
- American Chemical Society Committee on Professional Training (ACS-CPT, certification);
- American Music Therapy Association, Inc. (AMTA);
- Association of Technology, Management and Applied Engineering (ATMAE);
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM);
- Commission on Accreditation in Physical Therapy Education (CAPTE)
- Council for the Accreditation of Educator Preparation (CAEP);

- Engineering Technology Accreditation Commission (ETAC) of the Accreditation Board for Engineering and Technology (ABET).
- Joint Review Committee on Education in Radiologic Technology (JRCERT).
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- National Association of Schools of Music (NASM);
- Oklahoma Board of Nursing;
- Oklahoma Commission for Teacher Preparation (OCTP); and
- Oklahoma Council on Law Enforcement, Education, and Training (CLEET)

# GOVERNANCE AND ADMINISTRATION

## OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Southwestern Oklahoma State University is one of twenty-five public institutions in the Oklahoma State System of Higher Education. These institutions are coordinated by the Oklahoma State Regents for Higher Education (OSRHE) which is composed of nine members. The members are appointed by the Governor and confirmed by the Senate.

The State Regents coordinate the institutions of higher education in the areas of standards, functions and courses of study. Furthermore, the State Regents grant degrees and make recommendations to the Legislature on budget needs and proposed fees for each institution.

The Chancellor is the chief administrative officer of the State Regents. His responsibilities include administering policies and programs established by the State Regents, gathering information about the state system, making recommendations to the State Regents, and providing state-level leadership for coordination of activities affecting state-system institutions.

## BOARD OF REGENTS OF THE REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA

SWOSU is one of six state regional universities governed by the Board of Regents of the Regional University System of Oklahoma (RUSO). RUSO is composed of nine members, eight of whom are appointed by the Governor with the consent of the Senate. The ninth member is the State Superintendent of Public Instruction, an elected official.

The responsibilities of RUSO are to determine management policy, employ personnel, fix salaries, assign duties, have custody of records, acquire and hold title to property, contract for other services, and assume general responsibility for institutional operations. The specific areas of administrative control for the Regents include general academic policy and administration, student life, budget administration, planning and constructing buildings, purchasing, and budgeting and administration of auxiliary activities.

The Executive Director serves as the chief administrative officer of RUSO. (For details of the management responsibility of the Regents, see the RUSO Policy Manual.)

# ORGANIZATIONAL CHARTS

SWOSU Organizational Chart can be found here. The charts are updated on a regular basis.)

# ADMINISTRATIVE ORGANIZATION

## Administrative Officers

Administrative officers are assigned general and specific duties and responsibilities, with sufficient authority to discharge those duties and responsibilities. Administrators are expected to practice democratic leadership. Duties and responsibilities of administrators are described in the following sections.

## President

The President is the chief executive officer of SWOSU and is the principal administrative official responsible for the direction of all operations of SWOSU. The President is directly responsible to the Board of Regents of the Regional University System of Oklahoma for the general management of the institution. Authority to execute assigned areas of responsibility is delegated by the President to the Vice Presidents and Assistant Vice Presidents. Other administrative staff directly responsible to the President are listed below. The President is a member of the State Presidents' Council, which includes the Presidents of the 25 state institutions of higher education. The purpose of this council is to advise and make recommendations to the Chancellor. The President is also a member of the Presidents' Council that includes Presidents of the six regional four-year institutions. This council advises and makes recommendations to the Board of Regents of RUSO.

**Provost and Vice President for Academic Affairs (see below)**
**Vice President for Administration and Finance (see below)**
**Vice President for Student Services (see below)**
**Assistant Vice President for Public Relations and Marketing (see below)**
**Assistant Vice President for Human Resources (see below)**
**Vice President for Strategic Partnerships (see below)**

## Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the senior administrative official responsible for the direction of the academic functions of SWOSU, including teaching, research, sponsored programs and continuing education, and the library. In cooperation with the academic Deans, the Provost oversees curriculum and selection of faculty and is responsible for all aspects of instruction, program, and faculty evaluation and development, academic program planning and evaluation, professional development, course file management including the preparation and publication of university catalogs and academic

policy. The administrative officers directly responsible to the Provost are listed in the following sections. Authority flows from the Provost to the academic Deans, and other academic departments listed in the organizational chart. The Provost reports to the President.

**Dean - College of Arts and Sciences**
The Dean of the College of Arts and Sciences manages and supervises budgets, academic programs and personnel policies of the college. Chairs of the Departments of Biological and Biomedical Sciences, Chemistry and Physics, Creative Media and Visual Arts, Language and Literature, Mathematics, Music, and Social Sciences all report to the Dean of the college. The Dean reports to the Provost.

**Dean - College of Business and Technology**
The Dean of the College of Business and Technology manages and supervises budgets, academic programs and personnel policies of the college. Chairs of the Departments of Business, Computer Science, and Engineering Technology all report to the Dean of the college. The Dean reports to the Provost.

**Dean - College of Education and Behavioral Sciences**
The Dean of the College of Education and Behavioral Sciences manages and supervises budgets, academic programs and personnel policies of the college. Chairs of the Departments of Education, Kinesiology, Parks and Recreation Management, and Psychology all report to the Dean of the college. The Dean reports to the Provost.

**Dean - College of Nursing and Health Professions**
The Dean of the College of Nursing and Health Professions manages and supervises budgets, academic programs, and personnel policies of the college. Chairs of the Departments of Nursing and Allied Health report to the Dean of the college. The Dean reports to the Provost.

**Dean - College of Pharmacy**
The Dean of the College of Pharmacy manages and supervises budgets, academic programs, and personnel policies of the college. The Chair of Pharmaceutical Science, Chair of Clinical Pharmacy Programs, and Chair of Pharmacy Practice report to the Dean of the college. The Dean reports to the Provost.

**Coordinator – Sayre Location**
The Coordinator supervises the Sayre location and develops plans and recommendations that will result in the growth and development of the

instructional program and the professional growth and welfare of the faculty and staff. The Dean is responsible for student personnel programs; administering and maintaining the academic policies and standards of SWOSU; use of instructional facilities; supervision of the curriculum; and supervision and management of the Sayre location budget.

**Student Financial Services Counselor**
Sayre's Student Financial Aid Counselor is responsible for assisting students with grant, loan, and scholarship programs, including benefits received by students through the Bureau of Indian Affairs. The Counselor is also responsible for conducting the work-study program, as well as assisting all students with employment opportunities. The Counselor reports to the Coordinator.

**Registrar/Director of High School & Public Relations**
Sayre's Registrar is responsible for administering the admission policies of the Sayre location, directing enrollment, and maintaining student records. To facilitate transfer and articulation of students, the Registrar works closely with administrators and counselors of area schools, and regularly reviews the graduation requirements of Oklahoma senior colleges and universities. The Director is responsible for public relations between SWOSU and area high-school counselors and students. The Registrar reports to the Coordinator.

**Counselor/Assessment Coordinator**
Sayre's Counselor is responsible for providing academic counseling, administering testing programs, assisting with enrollment, and counseling students regarding transfer of credits to other institutions. The Counselor reports to the Coordinator.

**Director of Libraries**
The Director plans and administers the program of library services. The Director manages, supervises and makes recommendations to the Provost on budget, organizational, and personnel policies and processes for the effective operation and maintenance of the SWOSU Libraries. The Faculty Library Advisory Committee composed of faculty, students, and professional librarians, acts as an advisory body to the Director. The Director reports to the Provost.

**Coordinator, Office of Sponsored Programs**
The Coordinator of the Office of Sponsored Programs serves as the administrator for all externally and internally sponsored grants, contracts, and cooperative agreements. The coordinator serves on the Administrative Council and is an *ex officio* member of, and provides administrative support for, the following committees: University Research and Scholarly Activity Committee; Protection of

Human Subjects Committee/Institutional Review Board; Animal Care and Use Committee; Bio-Safety Committee; and Intellectual Property Committee. The Director of the Office of Sponsored Programs reports to the Provost.

**Office of Institutional Research**
The office provides university statistical information to students, faculty, and administrators, including publication of the SWOSU Fact Book and semester enrollment reports. The Institutional Effectiveness office also complies with federal and state reporting requirements through the State Regents' Unitized Data System, and the national IPEDS system. Other functions include analyzing student retention and graduation rates, completing off-campus surveys, and monitoring student academic deficiency completions.

**Director for Assessment and Testing**
The Director for Assessment and Testing is responsible for the development, administration, and/or support of the various aspects of SWOSU assessment program. The Director serves as a resource to faculty, and is a member of various committees that recommend evaluation processes and procedures. In addition, the Director provides scanning and reporting services to both administrators and faculty, and oversees the Assessment Center staff. The Director reports to the Provost.

**Director of the Center for Excellence in Teaching and Learning**
The Director of the Center for Excellence in Teaching and Learning is responsible for providing resources for faculty in course design and redesign, coordinating SWOSU distance learning offerings, and new faculty orientation. The Director oversees the Teaching and Learning Coordinators, technical operation of university distance learning resources, and works with the academic departments to schedule distance learning offerings. The Director reports to the Provost.

**Faculty Senate**
The Senate is the representative body of the SWOSU faculty, and makes recommendations to the Administration, the Faculty, and the Student Government Association on all matters relating to the best interests of the University. The normal channel for communication to the administration is through the office of Provost.

## Vice President for Administration and Finance

The Vice President for Administration and Finance reports directly to the President; serves as chief administrative and financial officer of SWOSU; works closely with academic and student services personnel of SWOSU; is highly involved in the overall planning and

management of SWOSU; is responsible for directing the areas of budget, accounting, payroll, purchasing, campus police, student accounts, cash and investments, financial aid and scholarships, physical plant, computing and telecommunications services, food services, and printing; and, works closely with the governing board staff, the state coordinating board staff, and the personnel of various state agencies. Twelve officers report to the Vice President for Administration and Finance. The general duties of these officers are described as follows:

**Solutions Manager, Academic Technology**
Academic Technology oversees technology used by faculty and academic department, and serves as the rapid response team to troubleshoot issues of classroom technology.

**Director of Business Affairs/Comptroller**
The Director of Business Affairs/Comptroller supervises and coordinates the business operations of SWOSU including accounting, purchasing, press, and payroll.

**Bursar**
The Bursar administers the billing and collection of student accounts, coordinates private scholarships, directs the student emergency loan fund, and manages mail service. The Bursar reports to the Vice President for Administration and Finance.

**Director of Residence Life**
The Director of Residence Life is responsible for the administration, discipline, and management of university student housing facilities. The Director also advises the Residence Hall Advisors. In conjunction with this group, various activities are planned within the halls on a regular basis. The Director supervises the Judicial Board which handles infractions of residence hall rules.

**Director of Student Financial Services**
The Director of Student Financial Services directs the administration of federal student assistance programs and works closely with the Scholarship Committee in the awarding and managing of various scholarships.

**Director of Information Technology Services**
The Directory of Information Technology Services directs the institution's central computing activities and the central telephone switch operations.

**Director of Physical Plant**
The Directory of Physical Plant supervises and manages the maintenance, grounds,

motor pool, and rehabilitation of SWOSU physical plant facilities.

**Director of Department of Public Safety**
The Director of Public Safety is responsible for the safety, protection, and well-being of students, faculty, and staff, and for the protection of university property. The Director's responsibilities include the development and implementation of traffic policy.

**Director of Student Union**
The Director of Student Union directs the operation of the Student Center and related activities.

**Director of Auxiliary Services**
The Director of Auxiliary Services directs the operation of the Student Center, cafeteria food services, vending machines and concessions.

**Manager of Alma Mater Merc, the University Bookstore**
The Manager coordinates all activities and operations of the bookstore.

**SWOSU Staff Council**
The Council develops recommendations and coordinates their communication to the university community.

## Vice President for Student Services

The Vice President for Student Services is the senior administrative official responsible for the direction of student services for SWOSU and is a member of both the Executive Council and the Academic Advisory Council. The VPSS's office also manages admissions, registration, and the Public Safety office. The VPSS has direct supervisory responsibility over the Dean of Students and Director for Student Activities, Director for Enrollment Management and Career Services, Registrar, Director for Student Counseling Services and Employee Assistance Program (EAP), Director for Student Health Services, Director for Upward Bound, Director for the Wellness Center and Intramural Activities, and the Student Government Association. The VPSA reports to the President.

**Dean of Students and Director for Student Activities**
The Dean of Students is responsible for monitoring student conduct and compliance with university policies and for providing leadership for the resolution of student problems. The Dean oversees judicial procedures and the provision of due process in disciplinary deliberations. The office of the Dean coordinates student organization fee allocations, recognized student organizations and compliance for

Americans with Disabilities Act and FERPA. Coordination of the Campus Activities Board that plans and implements campus student activities is managed through this office. Financial Aid appeals, academic suspensions and academic grade appeals are coordinated or initiated through this office. The Dean's office processes faculty-initiated student withdrawals and faculty notification of documented medical or family emergency situations for students.

**Director for Admissions and Recruitment**
The Director of Admissions and Recruitment at SWOSU serves as the strategic and operational leader for all university-wide recruitment, admissions, and new student orientation efforts. Key responsibilities include coordinating outreach initiatives such as campus events, high school visits, and college fairs; cultivating relationships with counselors and community partners; and providing prospective students and families with accurate and timely information about admissions, scholarships, and financial aid. The Director also supports leadership program recruitment and promotes SWOSU's image through community engagement and professional representation. This position plays a critical role in shaping the university's enrollment outcomes and delivering a welcoming, student-centered experience.

**Office of Advising and Retention**
The Office of Advising and Retention is dedicated to help new students transition to SWOSU and provide resources ensuring students will persist toward their academic goals. The Assistant Director of Advising and Retention oversees the New Student Orientation program (NSO), SWOSU Connect, Camp Duke, and manages the office and its programs. The office is responsible for implementation of the academic advising program to guide faculty advisors while providing individualized service to undecided students, training and overseeing academic coaches and student workers for supplemental instruction, and deploying retention-based initiatives.

**Registrar**
The Registrar is responsible for registration, academic records, institutional enrollment statistics, transfer evaluation, degree checks, graduation certification, verifications of enrollment, degree completion and award, Veterans Administration certification for payment, international student admissions, I-20 immigration documents, SEVIS compliance for International students, and student initiated total withdrawals. The Academic Records Office maintains an active file on all current students.

**Director for the Center for Health and Wellbeing**
The Director for the Center for Health and Wellbeing is a Licensed Professional Counselor and provides academic, career, and personal counseling with the goal to increase student success and retention. Services are free to all SWOSU students and

appropriate referrals are made when necessary.

**Director for Student Health Services**
The Director for Health Services provides illness and wellness care, immunizations and health education appropriate for the college student. Students requiring medical care are referred to a physician or nurse practitioner. In addition, the Director for Student Health Services is responsible for blood-borne pathogen education for designated employees, serves as a health resource as needed for faculty and staff and responds to campus emergencies as requested by the Department for Public Safety.

**Coordinator for the Wellness Center**
The Coordinator plans and supervises activities in The Wellness Center. The Wellness Center includes a complete workout facility consisting of three basketball courts, a cardiovascular wing, a free weight room, aerobic rooms, classrooms, a 33-foot freestanding rock wall, and meeting areas for students. Health Services and Counseling/EAP Services are also located in this facility.

**Director for Upward Bound**
The Director for Upward Bound plans and recommends program, policies and goals for the provision of various services essential to a high quality Upward Bound student service program and provides services to Upward Bound staff as needed. The Director directs the operation and administration of the Upward Bound Program, student counseling services and student academic programs. The Director also initiates all budget expenditures required to maintain an adequate program of Upward Bound services.

**Student Government Association**
The Student Government Association (SGA) is the governing body of SWOSU students. Student fees fund the operations of the SGA, and student-elected officers oversee the expenditure of those funds. The three branches of the SGA (Executive, Legislative, and Judicial) work together to lead students by serving them. The SGA is the advocate for student interests, a powerful voice for change and progress, and a dedicated provider of student services and resources.

## Assistant Vice President for Public Relations and Marketing

The Assistant Vice President for Public Relations and Marketing provides news of all university activities, assists in the promotion of interscholastic events and other university projects both on and off campus, provides publicity for daily and weekly newspapers and radio and television stations, and reports to the President.

**Webmaster**

The Webmaster maintains the SWOSU website and works with the university community in keeping the latest information updated on the website.

**Project Manager**
The Project Manager is responsible for leading and managing comprehensive marketing projects and campaigns from start to finish, ensuring alignment with SWOSU's strategic goals. They are in close collaboration with stakeholders, monitoring progress, mitigating risks, and maintaining compliance with university policies. This person plays a key role in driving effective communication and contributing to the overall marketing strategy within the PR & Marketing Department.

**Digital Communication Specialist**
The Digital Communication Specialist serves as a key brand storyteller for SWOSU utilizing multiple content platforms. This position helps to execute and implement the university's social media strategy, responsible for producing and closely monitoring content including articles, videos, photos, and other storytelling assets, as well as finding opportunities to amplify these assets.

**Photographer**
The Photographer executes photographic assignments to support the university's marketing efforts, including coordinating with departments, capturing event images, and ensuring optimal visual quality through attention to motion, lighting, and composition.

**Graphic Designer**
The Graphic Designer supports the university's visual communications by conceptualizing and designing digital and print media for marketing, advertising, and promotional initiatives, including department-specific recruitment materials. They help create web layouts and imagery for SWOSU websites, managing digital photographs, and coordinating photography for news releases, events, and general marketing needs. They produce tailored designs while ensuring consistency with SWOSU's brand and identity standards.

**Manager of Pioneer Event Center**
The Manager of the Pioneer Event Center schedules and maintains the operations of the center and the Fine Arts Center. The Director coordinates policies, scheduling of events, office management and maintenance of facility equipment.

## Assistant Vice President for Human Resources

The Vice President reports to the President and administers institutional personnel policies and practices. The Vice President coordinates SWOSU-wide programs designed to ensure equality of opportunity for individuals without giving preference in opportunity to a

group. The university's Title IX Coordinator reports to this position.

## Vice President for Strategic Partnerships and Director of Graduate Programs

The Vice President for Strategic Partnerships forges and strengthens cooperative agreements and working alliances with community, industry, and organizations that lead to more opportunities for students and a stronger overall institutional impact on Oklahoma's workforce. In the role of Director of Graduate Programs, this position oversees student admission to the university's graduate programs and assists with marketing and expansion of the graduate programs.

## Director of Athletics

The Director of Athletics is responsible for providing a program of inter-university athletics and reports to the President. The Athletic Council serves the President and the Athletic Director in an advisory capacity.

# UNIVERSITY COUNCILS

## Executive Council

The President, Provost and Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Student Services, Assistant Vice President for Public Relations and Marketing, Assistant Vice President for Human Resources, Vice President for Strategic Partnerships, Athletic Director, Deans of the Colleges of Arts and Sciences, Education and Behavioral Sciences, Business and Technology, Nursing and Health Professions, and Pharmacy, Faculty Senate President, Executive Director for the SWOSU Foundation, SWOSU Legal Advisor, and the SWOSU Staff Council President are members of the Executive Council. The Executive Council serves as an advisory council to the President.

## Administrative Council

The Administrative Council meets monthly as an advisory council to the President on matters of general university policy. In addition to the President's Executive Council, the following serve as members of this council: Director of Business Affairs/Comptroller, Bursar, Registrar, Director of Student Financial Services, Dean of Students, Director of Physical Plant, Director of Admissions and Recruitment, Coordinator of Wellness and Intramurals, Director of Student Center, Director of Residence Life, Director of Libraries, Coordinator of Sponsored Programs, Director of Pioneer Event Center, Coordinator of Academic Advising and Retention Management, Director of Assessment/Testing, Director of the Center for Excellence in Teaching and Learning, Director of the Center for Health and Well-Being, President of Student Government Association, Solutions Manager, Manager of University Press, Director of Upward Bound, Digital Communications Specialist, Web Manager, Director of Alma Mater Merc Bookstore, Director of Food Services, Director for Information Technology Services, Coordinator of Title IX and Compliance, Coordinator of Sayre Location, Director of Business Enterprise Center, Mailroom Supervision and Director of Campus Police.

## Academic Advisory Council

The Academic Advisory Council acts as an advisory council to the Provost on matters of general university policy relating to academic affairs. Members of the Council include the Provost; Deans; Director of the Center for Excellence in Teaching and Learning; Director of Libraries; and academic Department Chairs.

# SHARED GOVERNANCE

## FACULTY SENATE

Faculty involvement in the academic governance of SWOSU is recognized as a critical component in the administration of the university. The Faculty Senate, organized in 1967, replaced the former faculty organization called the Faculty Association. The Senate was formed to facilitate participation of faculty members in developing and achieving the purposes of Southwestern Oklahoma State University. This organization has the responsibility to make recommendations to the administration and the faculty on all matters relating to the best interests of SWOSU. The Senate functions under regulations set forth in a constitution that was adopted by the faculty and approved by the administration of SWOSU.

The Senate has nine standing committees: **Executive Committee, Audit Committee, Budget and Program Committee, Nominating Committee, Personnel Policies Committee, University Policies Committee, Curriculum Committee, Student Affairs Committee and Judiciary Committee.**

A voluntary $10.00 fee to fund the expenses of the Faculty Senate is collected from the faculty on an annual basis at the beginning of each academic year. These expenses include the operation of the Senate (paper, supplies, printing, and copying), new faculty reception, membership fees for the Faculty Senate to belong to faculty organizations, and travel of senate representatives to faculty organizational meetings.

A monthly meeting is held between the Faculty Senate Executive Committee and the Provost for the purposes of discussing shared governance concerns and policy issues.

### SWOSU STAFF COUNCIL

The Council develops recommendations and coordinates their communication to the university community.

# STANDING COMMITTEES WITH FACULTY REPRESENTATION

The present standing committees and councils of the faculty are listed below, with brief statements of their functions. Members of these committees are appointed by the Provost with the consent of the President, unless otherwise noted. See the following section for the composition of faculty committees. Each committee is required to meet at least annually and more often as needed.

The Faculty Senate makes nominations for all committee vacancies not nominated by departments or other groups. Changes in committee assignment, changes in committee chairs, and non-reappointments are not a reflection on the services rendered by individuals but are efforts to give wider committee experience to all members of the faculty and to provide each member greater opportunity to contribute to more aspects of the total university program.

*For several Faculty Senate committees, at least one representative from each of the five colleges is required. If a college does not have an eligible faculty member or cannot select a faculty member for the committee due to various reasons, it may select its representative from a pool of eligible candidates from the other colleges. Each spring, Faculty Senate will assemble from each college any dedicated spots that will not be filled with candidates from a college. That college will then be provided with a list of eligible candidates by a slate ballot from Faculty Senate. The college then will select candidates from the ballot and return the selections to Faculty Senate.*

**Academic Advising Committee** – Supports academic advising and helps coordinate academic advising with relevant academic services in alignment with SWOUS's mission vision, values, and goals. The committee also provides a forum for discussion of academic advising and student success-related topics and policies, procedures and processes for faculty, advising administrators, enrollment management administrators, and student life administrators. The committee is composed of ten members including two faculty members from the College of Arts and Sciences, two faculty from the College of Business and Technology, two faculty from the College of Education and Behavioral Sciences, one faculty from the College of Nursing and Health Professions. These faculty members are selected by the Faculty Senate. Additional members of the committee are professional advisors from College of Pharmacy and the College of Nursing and Health Professions. The chair of the committee will be selected by the Provost as an at-large member. All members serve two-year terms.

**Academic Appeals Committee** -- Reviews the procedural fairness of an instructor's grading policy upon the filing of a written student academic appeal. The committee also reviews student requests to change a grade to a withdrawal (W) or grade change requests

in the event that the instructor of record is no longer employed by the University or unable to fulfill University duties.

The committee is composed of thirteen members. Ten members are SWOSU faculty who serve staggered two-year terms and three members are students selected annually. The Faculty Senate selects five faculty members each year and the Student Government Association nominates ten student members each year for the pool of which three are appointed to the committee by the SWOSU President or the President's designee. The chair of the committee is a faculty member selected by the President. The Registrar shall serve as a non-voting advisor to the committee.

**Academic Suspension Appeals Council** -- Serves as an appellate committee on student academic suspension status. The council meets before classes begin each fall and spring semester and other meetings are scheduled as needed.

The council is composed of 15 members. There are nine faculty members who serve staggered three-year terms. The Faculty Senate selects faculty members to fill expiring terms each year. The chair is a tenth faculty member appointed by the Provost and the President, and serves a three-year term. The Dean of Students, Director of Advising and Retention, and the Vice President for Student Services serve as permanent voting members.

**Academic Technology Committee** -- The Academic Technology Committee exists to support the SWOSU academic community concerning present and future technology-related needs. The committee also recommends formulation of the technological strategic plan including short and long range acquisition, implementation and coordination of technology, and classroom-related technological needs on a university-wide basis.

The committee is composed of seven members serving three-year terms, including one faculty member from CAS, CPGS, COP, one from the library, a student appointed by the Dean of Students, and the Director of CETL. Members are nominated by Deans and appointed by the Provost. The Provost and the Director of ITS serve as *ex officio* members.

**Administrative Council** -- Acts as an advisory council to the President on matters of general university policy and provides opportunities for communication among members of SWOSU community. The Faculty Senate President represents the Faculty Senate.

**Admissions Committee (undergraduate)** -- Recommends admission policy and procedure for SWOSU and acts on applications for admission to SWOSU within the framework of the Regents' admission regulations.

The committee shall include the chairperson who is the Registrar, Vice President for Student Services, Dean of Students, Director of Campus Police and one student representative selected by the Vice President for Student Services.

**Admission, Review and Retention Committee in Teacher Education** -- Establishes admission policies for the teacher education program, screens applicants to the program, and reviews candidate program progression.

The committee includes nine members. The Dean of the College of Education and Behavioral Sciences, who serves as chair, nominates three faculty who serve three-year terms. Other members include the Department of Education chair, the Coordinator of Field Experiences, Accreditation Coordinator, and the President of the Student Education Association.

**Animal Care and Use Committee** -- Recommends and oversees policies and procedures for live and dead animal care for course use and acts as an advisory council to the faculty.

The committee is made up of four faculty who serve three-year terms appointed by the Provost and the President. One community member is a veterinarian who serves annually. The Director of Sponsored Programs is the *ex officio* member of the committee.

**Appellate Committee on Dismissal of Tenured Faculty and Grievance Committee** -- Hears appeals of dismissed tenured faculty members when hearings are requested and hears grievances when filed.

The committee is composed of nine tenured faculty members whose primary duties are non-administrative, serving two-year terms. Each year, the Faculty Senate will select tenured faculty members and one alternate to fill the open seats. Members are then appointed by the Provost and the President. No member may serve more than two consecutive terms. The chair is elected by the committee at the first meeting of the year.

**Assessment Committee** -- Recommends policies and procedures for testing and assessment of student academic achievement and student satisfaction.

Committee members include the Chair of the General Education Committee, the Chair of the Department of Language and Literature, the Chair of the Department of Mathematics, the Dean of Students, the Director of Assessment, the Director of Counseling and Assessment at the Sayre Location, the President of the Student Government Association and one additional representative from each college.
Faculty representatives will be selected by the Faculty Senate and approved by the Provost

and will serve three-year terms. One additional student, selected by the Vice President for Student Services, shall be included in the committee and serve a one-year term. The Chair of the committee is appointed by the Provost from the membership. The Director of CETL and one Teaching and Learning Coordinator serve as *ex officio* members.

**Athletic Council** -- Recommends athletic policies and procedures to the President and acts as an advisory council to the President and the Director of Athletics.

The committee is appointed by the President and is composed of six faculty members (one of whom serves as chair) and two students. *Ex officio* members include the President, Provost, Vice President for Student Services, Athletic Director, chair of the Department of Kinesiology, and head coaches in all team sports at SWOSU. Members serve a two-year term and can be reappointed.

**Benefits Committee** -- Promotes programs that will contribute to the health and wellness of all University employees and their families; studies and reviews all employee benefit programs at Southwestern Oklahoma State University and makes this information available to SWOSU community; gathers faculty and staff input on all University benefit programs; and reviews annually University-sponsored benefits, and the RUSO benefit programs, and make recommendations through proper channels regarding such benefits.

The committee is composed of eight members. Four faculty at-large selected by the Faculty Senate and four staff (three selected by the SWOSU Staff Council, and one professional staff member at large appointed by the President). The Vice President for Administration and Finance, Assistant Vice President for Human Resources, and the Benefits Specialist serve as *ex officio* members. Members serve two-year terms.

**Bernhardt Award Selection Committee** – Annually elects an outstanding faculty member to recognize.

The committee is composed of seven faculty members, one from each college, two at-large, one alumni representative, and two student representatives. The most recent Bernhardt Award recipient replaces the college specific faculty member from the same college. Faculty members (other than the most recent winner) are selected by the Faculty Senate serve two-year terms. The faculty terms will be staggered so that only three/four of the seven seats are open each year. All other members serve one-year terms. One student representative is selected from seniors in the President's Leadership Class, one student representative is selected by SGA, and the alumni representative, who serves a one-year term, is selected by the Director of Institutional Advancement. *Ex officio* members include the Provost and the Director of Institutional Advancement.

**Bio-Safety Committee** -- Reviews all funded and unfunded research, for compliance with federal guidelines, conducted at SWOSU involving the use of potentially infectious organisms and/or recombinant DNA to ensure proper safeguards are instituted in order to protect the health of the employee and the environment.

The committee is composed of five members including three faculty who serve three-year terms and two community members. Members are appointed by the Provost.

**Campus Environmental Committee** -- Promotes environmental awareness, resource conservation, and recycling of certain materials.

The committee is composed of two faculty nominated by the Faculty Senate, two students nominated by the Student Government Association, two at-large members appointed by the President, two members chosen by the SWOSU Staff Council, and one member appointed by the Coordinator of the Sayre Location. Members serve a two-year term except for the SGA representatives who serve annually. Students have voting privileges. The committee elects the chair who serves a one-year term. The committee makes recommendations to the Vice President for Administration and Finance.

**Compliance Committee for NCAA** – Responsible for monitoring compliance with NCAA regulations. Members include the Assistant Athletic Director for Compliance (Chair), the Director of Financial Aid, Athletic Eligibility Clerk from the Office of the Registrar, Chair of the Athletic Council, the Faculty Senate President-Elect, a coach, and an administrator selected by the Provost.

**Curriculum Committees** – Each college maintains a curriculum committee, which reviews and makes recommendations to the Provost for requests for additions, deletions, or modifications of courses or programs. The recommendations are based on impact on other departments, alignment with the University mission, philosophy, and policies; strategic goals; and fiscal requirements of the request.

There is a curriculum committee for each college. Each committee is composed of two faculty representatives and two chairs from the college. The representatives from each college are selected by the dean of that college. Each committee reports to the Dean of that college.

**Distinguished Alumni Committee** -- Reviews applications and makes recommendation to the President on selection of the distinguished alumni. The Distinguished Alumni award is presented at commencement.

The committee is composed of the President, Provost, Vice President for Student Services, Director of Institutional Advancement, Vice President of Public Relations & Marketing, two emeriti, President of Alumni Association, a community representative, Faculty Senate President, and the Deans or their designee.

**English Proficiency Program Committee** -- Makes recommendations related to the English Proficiency Exam.

The committee is composed of one faculty member from each college, the Chair of the Department of Language and Literature, the past Director of the Freshman English Program, and two students appointed by the Student Government Association who serve annually. Faculty members serve three-year terms, and are appointed by the Provost and the President.

**Excellence in Teaching and Learning Committee** - Supports the CETL mission in their commitment to student learning and quality education by engaging faculty in reflective practices, promoting innovations in teaching and learning in traditional and online formats. ETLC collaborates with faculty to foster a dialogue about teaching strategies, methods, and policy recommendations which promote student learning and academic quality. ETLC will meet regularly either in person, virtually, or both.

The committee is composed of the Director of the Center for Excellence in Teaching and Learning (*ex officio*), seven faculty chosen by the Faculty Senate (two representatives from the College of Arts and Sciences, one for each additional college, and one representative from the Library or CETL), and two students selected by the Director of the Center for Excellence in Teaching and Learning. Except for student members who serve annually, committee members serve two-year terms.

**Faculty Development Committee** -- Encourages excellence in teaching and scholarly activities. This committee will offer programs to enable the faculty to improve personal and professional qualities as educators. Program content will encompass: teaching, research, and new faculty orientation.

The committee is composed of six members serving staggered two-year terms (two representatives from the College of Arts and Sciences, one each from additional colleges, and one representative from SWOSU Libraries). Members are nominated by the Faculty Senate to fill the open seats each year and are appointed by the Provost and the President. The committee chair will be elected by committee members from faculty who are serving their last year on the committee of a two-year term. The Director of the Center for Excellence in Teaching and Learning and the Director of Sponsored Programs serve as *ex*

*officio* members.

**Faculty Senate** -- Serves as a recommending committee of faculty selected by their peers according to the Faculty Senate Constitution.

The committee is composed of faculty elected by their departments, and who serve three-year terms. The body elects a President, President-Elect, and Secretary-Treasurer. The Student Government Association President is a member.

**Faculty University Promotion/Tenure Appeals Committee –** Hears appeals related to promotion and tenure decisions.

The Promotion/Tenure Appeals Committee will be composed of two faculty members from the College or Arts and Sciences, one member each from additional colleges, and one faculty member from CETL or the SWOSU Libraries. Selections by the Faculty Senators of that college or library are forwarded to the Provost in the selection process for SWOSU Promotion/Tenure Review Committee. A seventh member of this committee will be a member of the Appellate Committee on Dismissal of Tenured Faculty Members and selected by the Faculty Senate. Members of the Promotion/Tenure Appeals Committee, including the member of the appellate committee, shall not have been involved in the promotion/tenure process as candidates or as members of Faculty University Promotion/Tenure Review Committee during the academic year.

**Faculty University Promotion/Tenure Review Committee** – Evaluates faculty applications for tenure and promotion, and makes recommendations related to granting tenure and promotions. Members are selected by the Faculty Senate.

The committee shall be composed of three faculty members from the College of Arts and Sciences, one faculty member from each additional college, and one faculty member from CETL or the SWOSU Libraries. No department within any college will have more than one member on this committee. Terms for all seats will be staggered so that only four of the total eight seats are open each year. Members of the committee shall serve two-year terms and shall not be able to serve consecutive terms. Members are nominated by the Faculty Senate are appointed by the Provost and the President. Department Chairs, Deans and applicants shall not be eligible for committee membership. The committee elects a chair.

**Financial Aid Satisfactory Progress Appeals Committee** – Reviews cases of students who have not made Satisfactory Academic Progress according to federal guidelines, hears appeals, and recommends disposition of student grievances related to financial assistance awards.

The Weatherford committee is composed of four members including one representative from the Business Office; one representative from the Academic Records Office; and the Dean of Students who serves as chair. A faculty member nominated by the Faculty Senate will be added to the committee for appeals and grievance hearings. Committee members are appointed by the Vice President for Administration and Finance and the President. The Vice President for Student Services is an *ex officio* member.

**General Education Committee** -- Evaluates current offerings, makes recommendations, and reports to the Provost.

The committee is composed of eight faculty members: three from the College of Arts and Sciences, one each from additional colleges, and one rotating between CETL or Library. Committee members serve three-year terms. Members of the committee are nominated by the Dean of each college and appointed by the Provost. The Chair is selected from the membership by the Provost, ensuring rotation among the colleges, and will serve a two-year term. The Provost is an *ex officio* member.

**Graduate Council** -- Recommends policies regarding the Graduate Program and monitors approved policies.

The committee is composed of seven members of the faculty, who serve three-year terms, and two graduate students that serve one-year terms. The Master of Education degree program will have four representatives (with at least one each representing Kinesiology, PRM, Educational Administration, and Natural Science Education). The Master's programs in Business, Music, Nursing and Health Professions, and Psychology will have one representative each. Graduate Council members are nominated by Deans and appointed by the Provost and the President. The council is chaired by the Director of Graduate Programs. The Provost is an *ex officio* member.

**Intellectual Property Committee** -- Disseminates information to the faculty regarding laws and policies regarding copyrights and the use of intellectual property. The Committee monitors general University compliance.

The Committee is composed of five faculty members nominated by the Faculty Senate who serve a two-year terms; one student nominated by the Student Government Association; one Dean and one Department Chair appointed by the Provost or the President; and three *ex officio* members: Director of Sponsored Programs and Director of Libraries or designee. The chair is appointed by the Provost.

**Library Committee** -- Acts as an advisory committee to the Director of Libraries. Members are representatives of the various departments. Members report library policies to their units and report faculty and student needs to the Director of Libraries. The chair is the Director of Libraries.

One faculty member from each academic department is recommended BY WHOM to the Library Director and serves a three-year term. The committee also includes one undergraduate student nominated by the Student Government Association and one graduate student nominated by the Graduate Council. Members are appointed by the Provost and the President.

**Panorama Committee** -- Plans special entertainment, cultural events, and lecture programs for SWOSU community.

The committee is composed of at least twelve members appointed by the President. Members serve a two-year term. Membership includes the Assistant Vice President for Public Relations & Marketing who serves as chair, eight faculty, and at least three student representatives. The Vice President for Student Services, Manager of the Pioneer Events Center, and Assistant Vice President for Public Relations & Marketing serve as *ex officio* members.

**Pre-Medical Professions Advisory Committee** – Conducts student interviews to develop a Committee letter of recommendation and summary opinion for SWOSU students applying to Medical, Dental, Optometry, and Physician Assistant/Associate programs. Other duties include summarizing admissions data, providing pre-medical student advisement, and interacting with medical programs to develop admissions agreements.

The Committee is composed of seven faculty members, each serving staggered three-year terms based on the calendar year (January to December). Two faculty members from the Department of Biological Sciences, two from the Department of Chemistry & Physics are selected by the department chairs of their respective departments. Two faculty members from the College of Nursing and Health Professions, and one from the College of Pharmacy are selected by the deans of their respective colleges. Faculty members are selected by the Chair from the respective academic unit. The Committee Chair is selected by the Provost from the members.

**Protection of Human Subjects Committee** (Institutional Review Board) -- Approves research involving the protection of the rights, welfare, and person personal privacy of human subjects, including, but not limited to, research intended to produce any type of publication or presentation which involves human subjects. Such studies must be approved by this committee prior to onset of research.

The committee is composed of eight faculty members (two faculty members each from CAS, EBS, NHP, and one member each from BT and PHARM) and one non-university member each serving a three-year term. Faculty members are recommended by the dean of their respective college and appointed by the Provost and the President. Then non-university member is appointed by the Provost and the President. The Director of Sponsored Programs is an *ex officio* member. The Committee Chair is selected by the Provost from the membership.

**Radiation Safety Committee** -- Develops policy recommendations for use, handling, storage, control, and monitoring of nuclear materials.

The committee is composed of four faculty members (two faculty members each from CAS, and NHP) each serving a four-year term. Faculty members are recommended by the dean of their respective college and appointed by the Provost and the President. The Provost is an *ex officio* member. The Committee Chair is selected by the Provost from the membership.

**Retention Council** -- Serves to recommend effective means of implementing retention initiatives in the SWOSU Strategic Plan in order to improve retention and graduation rates.

The committee is composed of the Provost, Vice President for Student Services, a current or former President of Faculty Senate, New Student Orientation Coordinator, Deans from the colleges awarding undergraduate degrees, a chair from a department offering GE courses, two faculty members who teach GE and/or developmental courses, and the Director of Advising and Retention. Members of this committee are appointed by the Provost and serve three-year terms. The chair of the committee is the Provost.

**Safety Committee** -- The mission of the safety committee is to promote a safety culture within the university and to provide the awareness, training, supplies, and equipment to provide a safe environment for employees, students, and guests. The committee meets regularly to define and address safety concerns and to visually inspect buildings, equipment and grounds to ensure safety and environmental issues are properly addressed.

The committee is composed of five members: Vice President for Administration and Finance (chair of the committee), Director of Department of Campus Police, Campus Safety Coordinator, Director of Physical Plant, and Assistant VP for Human Resources. Members are appointed by the Vice President for Administration & Finance and the President and serve indefinite terms.

**Scholarship Committee** -- Establishes guidelines for SWOSU scholarship program and awards institutional scholarships.

The committee is composed of seven members including the following (or their designees): Vice President for Administration and Finance, Provost, Vice President for Student Services, Director of Student Financial Services, Director of Enrollment Management and Career Services, and Director of Institutional Advancement. The President appoints the chair of the committee and may appoint others as appropriate. The members serve indefinitely.

**Strategic Plan Review Team** –
The team is composed of one faculty member from each college, one student, and two alumni selected by the Provost. Other members include the President, Vice President for Academic Affairs, President of the Faculty Senate, Vice President of Administration and Finance, Vice President for Student Services, Assistant Vice President of Human Resources, Assistant Vice President of Public Relations and Marketing and the Advising and Retention Director.

**Teacher Education Council** -- Develops and recommends general policy for the Teacher Education Program.

The Council is chaired by the Department of Education Chairperson and is composed of all Department of Education full-time faculty, the Chair of the Department of Education, one representative from each secondary, K-12, and graduate teacher certification area, and the Presidents of Kappa Delta Pi and the Student Education Association. Faculty appointees serve a three-year term. Members are appointed by the Department of Education Chair and the Dean of the College of Education and Behavioral Sciences.

**University Research and Scholarly Activity Committee** -- Serves as an advisory council to the Provost concerning matters related to research and scholarly activity and sponsors the annual Research and Scholarly Activity Fair at SWOSU.

The committee is composed of eight faculty, each serving staggered three-year terms. Two students are selected by committee members at the first meeting of the school year to serve a one-year term. Faculty members are nominated by the Deans and appointed by the Provost and the President. The Chair is elected from the membership. The Director of Sponsored Programs serves as a permanent member.

**University Technology Committee** -- The Administrative Technology Committee is a combination of the former Academic Technology Committee and Administrative Technology Committee. It supports the SWOSU academic community concerning present

and future technology-related needs. The committee also recommends formulation of the technological strategic plan including short- and long-range acquisition, implementation and coordination of technology, and classroom- and administrative-related technological needs on a university-wide basis. It also evaluates technology standards to increase efficiency and to serve our students and stakeholders.

The committee is composed of the Director of CETL, Provost, a student appointed by the Dean of Students, one staff member each from the Business Office, Human Resources, Academic Technology, and Public Relations & Marketing; the Bursar, the Registrar; the Directors of Assessment, Financial Aid, Student Center, and Housing, and four at-large faculty members selected by the Faculty Senate. The Director of Academic Technology serves as chair. The staff and faculty representatives serve three-year terms. The VP for Administration and Finance and the Director of ITS serve as *ex officio* members.

# POLICIES OF THE BOARD OF REGENTS OF RUSO

The Board of the Regional University System of Oklahoma (RUSO) is the governing board for Southwestern Oklahoma State University. ***In the event of a conflict, RUSO policy always supersedes SWOSU policy.***

The online version of the RUSO Policy Manual may be found at this link.

The online version of the Policy Manual of the Regional University System of Oklahoma is maintained to enhance public access to information about the Board and the universities it governs. This is a service that is continually under development. The user should be aware that, while efforts are made to keep the Policy Manual timely and accurate, there will be a delay between Board approval of amendments and revisions to policies and their posting on the website.

Policy changes go into effect when they are approved by the Board, unless otherwise stated. The official source of policy information is the Policy Manual maintained at the Regional University System of Oklahoma administrative offices located at 3555 NW 58th, Suite 320, Oklahoma City, Oklahoma, 405-942-8817. In the event of any conflict between this online version and the official version, the official version controls. Persons using the online version are encouraged to confirm the current status of specific policies.

# SWOSU FACULTY PERSONNEL POLICIES

SWOSU has developed its own local policies, which follow. SWOSU's local policies have been approved by the RUSO staff. ***In the event of a conflict, RUSO policy supersedes local SWOSU policy.***

## Budget Process

### Preliminary Budget Process

The Vice President for Administration and Finance performs continuous budget adjustments and preliminary planning for the next fiscal year (July 1 – June 30) as soon as a budget year begins. With input from the President's cabinet, preliminary plans are made during the fall semester for the following fiscal year.

### Planning and Preparation

Academic fee increase requests are due to the Provost by November 1, in order to be presented to RUSO in January and OSRHE in February for approval.

During the spring semester, the Vice President for Administration and Finance formulates budget scenarios and forwards to others (as needed) for review. As the legislative session concludes, and state appropriations for the following year are known, a final recommendation is forwarded to President. The President reviews, makes final adjustments and modifications, if any, and forwards to the Vice President for Administration and Finance, who prepares the final draft.

### Finalization and Submission

After the President approves final university budget, the Vice President for Administration and Finance prepares and has printed the final university budget. The President submits final university budget to RUSO and OSRHE Boards in June. After approval by Boards, the President forwards final budgets through the Vice President for Administration and Finance to SWOSU VPs and each budget unit head.

## Communicable Diseases Policy

SWOSU has established a protocol to be followed when an employee is infected with a communicable disease. Such diseases include, but are not limited to, hepatitis, meningitis, mumps, HIV/AIDS, whooping cough, measles, diphtheria, chicken pox and tuberculosis. The purpose and complete procedure of this protocol can be found within the Guidelines on Infectious Diseases.

## Constitution Day

SWOSU complies with the federal mandate to celebrate Constitution Day on September 17. If that date falls on the weekend, either a day of the week before or following will be celebrated.

## Discrimination and Harassment Policies

SWOSU is committed to providing an educational and work environment that is free of unlawful discrimination. It is the policy of SWOSU that discrimination based on an individual's race, color, national origin, gender, age, religion, sexual orientation, genetic information, disability, political affiliation, veteran status or any other legally-protected characteristic will not be tolerated.

### Racial and Ethnic Harassment Policy

(also see Policy 5. 7 in the RUSO Policy Manual)

The RUSO Board is committed to a multicultural, multiethnic and multiracial environment at each of the six regional universities. Diversity is one of the hallmarks of a great university. Promoting dignity and respect among all members of SWOSU community is a responsibility each of us must share. Acts of racial and ethnic harassment will not be tolerated. While the Board embraces the principles of free speech guaranteed by the First Amendment to the United States Constitution, it abhors the abuse of this freedom by those who would provoke hatred and violence based on race and ethnicity.

Racial and ethnic harassment is a concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation and is most often directed toward persons whose race or ethnicity is readily identifiable. While principles of academic freedom and freedom of speech require tolerance of ideas and opinions, racial and ethnic harassment cannot and will not be permitted at the regional universities. The Board reserves the right to deal administratively with racial and ethnic harassment issues whenever it deems it appropriate.

### Sexual Discrimination and Sexual Misconduct

(also see Policy 5. 6 in the RUSO Policy Manual)

The RUSO Policy on Sexual Discrimination and Sexual Misconduct may be found here on the SWOSU website. Copies are available upon request in the Human Resources Office.

## Disposition of University Records

As a state agency SWOSU is required to request permission from the state to destroy **any** agency record. Statutorial definition of a Record: "[Any} document, book, paper, photograph, microfilm, computer tape, disk, record, sound recording, film recording, video record or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business, the expenditure of public funds, or the administration of public property." This includes University Records created by or on personal electronic devices.

Reasons for this include:

a. In order to document the history, decisions, actions, and spending of agencies;
b. As evidence for audit;
c. To protect the interests of an agency, its employees, and its patrons;
d. In case of litigation;

The Assistant Vice President for Human Resources is the Records Management Coordinator for SWOSU. Before destroying any agency record, one must send a request to this office describing what kind of record it is, inclusive date(s) of the record(s), how many cubic feet you have to destroy, and if the record in question is an original or copy. The request to dispose of records will be submitted in the proper form to the Oklahoma Department of Libraries Records Management Division for their approval/denial of the request. The requester will be notified after the request is returned to SWOSU.

## Drug-Free Workplace Policy

Southwestern Oklahoma State University recognizes its responsibility as an educational and public service institution to promote a productive work environment. This responsibility demands implementation of programs and services, which facilitate that effort.

The Drug-Free Workplace and Schools Policy of SWOSU may be found here on the website.

The SWOSU Office of Human Resources is responsible for informing employees about the danger of drug abuse in the workplace and the availability of counseling and rehabilitation programs. The appropriate Executive Officer will be responsible for notifying federal funding agencies within ten days whenever an employee is convicted of a drug-related crime which occurred in the workplace. This policy is based on the

Drug Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D) and is subject to the grievance procedure stated in the Personnel and *Faculty Handbook*.

## Email Procedures for Employees Upon Termination of Employment or Retirement

Upon termination of employment with SWOSU, SWOSU email service will be discontinued within thirty days. Requests to extend the service will be reviewed by the Assistant Vice President for Human Resources.

## Employee Assistance Program

SWOSU recognizes that everyone has personal problems and issues from time to time. Some can be solved alone; others require assistance. SWOSU offers an Employee Assistance Program for all University employees and their dependents, which provides an avenue for employees and their dependents to gain access to confidential and professional services in resolving personal issues which is free of charge for on-campus services.

Employee participation in the EAP program is strictly on a voluntary basis. Employee contacts and discussions with EAP counselors are confidential. SWOSU does not receive information identifying individuals who utilize the EAP. Only upon written authorization by the employee may information be released to supervisors. State and federal law protect this right to privacy.

An employee's personal life becomes a concern to SWOSU only when it interferes with satisfactory work performance, discredits SWOSU, or jeopardizes the safety of the employee or others. Should this occur, the employee's supervisor may refer the employee to the EAP for assistance, but the employee must personally make the decision to participate in the program.

Professional counseling or referral is available relating to: job, finance, tension or stress, marriage, depression, legal matters, children, drugs, alcohol, illness or death of a loved one, suicide, homicide, abuse, anxiety, crisis intervention, eating disorder referral, and other matters.

## Employment Status – Tenure Track and Non-Tenure Track

A faculty member's employment status depends on the nature of the position to which one is appointed. Some positions are tenure-track positions; some positions are non tenure-track positions; other positions are temporary positions. The nature of each

appointment is clearly defined during the employment process on the Letter of Intent signed by the President.

Faculty members whose appointment will not be renewed will be given written notification of non-reappointment by March 1, prior to the termination of the current appointment.

Various regular and supplemental faculty appointments are defined in the Policy Manual of the Board of Regents of the Regional University System of Oklahoma. SWOSU uses these and other appointments.

Upon meeting the minimum requirements for a tenure track position, faculty employed in a non-tenure track position may request reclassification to tenure track status. The request for reclassification must be submitted in writing to the Department Chair. The departmental faculty, Department Chair, Dean, and Provost will make a recommendation on reclassification for academic affairs. The President will make recommendations for change in tenure status to the Board of Regents of the Regional University System of Oklahoma. In the case of a rank change made during the academic year, the rank change request can be made upon completion of the degree and awarded upon approval by RUSO, but the pay increase will not take effect until the start of the next academic year. Academic year is defined as starting in the fall semester.

In the reclassification request, faculty may petition to count years spent in non-tenure track as probation years towards tenure up to a maximum of four years. If approved, the years of non-tenure track service accepted as probation years will count the same as actual probationary years of tenure track faculty. Additionally, faculty may request in writing to retain scholarly practice, service, and teaching indicators of the previous year(s) toward application for promotion to Associate Professor up to a maximum of two years. This request is approved or denied by the President.

The tenure status of faculty is based on merit. Policies of the Board of Regents of the Regional University System of Oklahoma contain provisions for dismissal of tenured faculty resulting from a bona fide lack of need for one's services, a bona fide necessity for financial retrenchment, and for cause.

Individuals employed in faculty positions funded from grants, contracts, or other soft money sources must be employed in a non-tenure track position if the majority of the assignment is related to the grant. The position may be classified as non-tenure track if the grant or contract covers a period of at least two academic years. Individuals paid from grant or contract funds and employed to perform work supported by the grant or contract should be informed that the length of employment will not exceed the duration of the grant or contract.

Seven (7) years in tenure track status shall be the maximum probationary period for faculty. If, at the end of seven (7) years any tenure track faculty member has not attained tenure, there will be no further renewal of contract appointment for the faculty member unless a specific recommendation for waiver of the policy from the President to the contrary is approved by the board each and every year thereafter.

Faculty in tenure track status may request reclassification to a non-tenure track status. The request must be approved by the Department Chair, Dean, Provost, President, and Board of Regents of the Regional University System of Oklahoma.

## English Language Proficiency (Faculty)

All candidates for employment shall be proficient in speaking the English language so that they may adequately instruct students. All candidates who speak English as a second language must demonstrate this proficiency as an employment requirement.

## Equal Employment Opportunity

The SWOSU policy on equal opportunity as it pertains to employment is an integral part of the employment policies of the Board of Regents of the Regional University System of Oklahoma. The principal objectives are:

a) To assure all persons equal opportunity for employment and advancement in employment regardless of race, religion, disability, color, ethnicity, national origin, sex, age, political affiliation or status as a veteran.

b) To meet institutional responsibilities under the Civil Rights Act of 1964; commitments as a federal contractor under Executive Order 11246 and Executive Order 11375; and Oklahoma State Regents for Higher Education policies.

c) To reach out to all persons, in the recruitment, placement, development and advancement of university personnel.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying Equal Employment Opportunity.
(*See also the compliance statement on page ii*)

## Faculty Credentialing Policy and Procedure

HLC's requirements related to qualified faculty seek to ensure that students have access to faculty members who are experts in the subject matter they teach and who can communicate knowledge in that subject to their students. When an institution indicates

> that a faculty member is qualified by means of an offer of employment, it is asserting its confidence in the faculty member's content expertise along with the ability of the faculty member to help position students for success not only in a particular class, but also in their academic program and their careers after they have completed their program. (*Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices*, Higher Learning Commission, 2016)

SWOSU credentialing policy applies to all faculty positions including voluntary, part-time, dual credit (concurrent), adjunct, full-time temporary, non-tenure track, tenure track, and tenured faculty. Faculty may be deemed qualified based on academic credentials, tested experience, or a combination of both.

The current SWOSU Faculty Credentialing Policy, Procedure, and Form may be found in the Faculty Commons on Canvas in the Resources for Academic Affairs module.

## Family Medical Leave Act of 1993 (FMLA)

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees of covered employers with unpaid, job-protected leave for specified family and medical reasons. Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

1. The birth of a child or placement of a child with the employee by adoption or foster care, and to bond with the newborn or newly-placed child,
2. To care for a spouse, child, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care,
3. For a serious health condition that makes the employee unable to perform the essential functions of their job, including incapacity due to pregnancy and for prenatal medical care or
4. For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or call to covered active duty status.

Please contact HR for questions regarding FMLA eligibility or qualifying events.

## Governmental Tort Claims Act

Pursuant to 51 OSA 151 et seq., all employees are covered at state expense under the Governmental Tort Claims Act.

## Holidays

SWOSU recognizes several holidays including New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (as well as the

Wednesday before and the Friday following it), Christmas, and other additional days as designated in the annual Holiday Schedule on the SWOSU website. On these holidays, SWOSU closes and the library and mail services are not available. The Department of Public Safety will be open. The President may declare additional days as holidays.

## Insurance

SWOSU provides group health insurance for its eligible employees. SWOSU provides health, life, vision, and long-term disability coverage. The provisions for insurance coverage are subject to change. A copy of the coverage for each year is maintained and made available in the Human Resources Office.

All new employees become eligible for insurance except Long-Term Disability on the first day of the month coincident with or following their date of full-time employment. For purposes of insurance eligibility, "full-time" is defined as at least 75 percent of full-time equivalent. SWOSU provides, at employer expense, group long-term disability insurance coverage on all full-time employees after six months of continuous full-time employment.

Employees may elect to purchase health insurance coverage for their dependents. For employees hired prior to July 2009, SWOSU will continue to pay the group health insurance premiums and the group life insurance premiums for the retiring employee until age 65. The retiring employee will have the option of continuing to pay group health insurance premiums for her/his dependents until the employee reaches age 65. Eligibility for this benefit is defined in the Regents' Policy Manual. (See Retirement Policy.)

Regular, full-time faculty has continuous coverage regardless of summer appointment.

## Leave

### Absence from Duty

Faculty members are expected to meet all professional responsibilities. When a faculty member must be absent, it is her/his responsibility to make arrangements for classes to meet under competent supervision; these arrangements are to be approved by the Department Chair. In case of an emergency which makes advance arrangements impossible, the Department Chair should be notified as soon as possible. Absence forms should be filed well in advance of the absence, except when an emergency arises, in which case the form should be filed upon return. A copy of

the absence form can be obtained from SWOSU's website. Faculty are subject to forfeiture of pay for failure to complete assigned duties.

**Approved Personal Leave for Faculty**

1. SWOSU allows a maximum of three (3) days for approved personal leave for faculty members. Personal leave is not to be used for activities that are included as part of Faculty Development, Faculty Scholarship, Service, or Consulting. Personal leave shall be limited to matters that cannot be conducted before or after the regular workday or on weekends. Reasons for personal leave will include:

    - Legal Matters-house closings; seeking legal advice; subpoena; trips to state or county offices;
    - Family Matters-family or friend's events; graduations; funerals; christenings; weddings; emergency child care (when regular daycare is unavailable); personal appointments; accompanying spouse to a conference or another activity; child's event;
    - Mechanical Matters-car repairs, house/appliance repairs;
    - Any activity that is beyond faculty control; insurance appraisals; recognition by civic/community organizations, etc.

2. The faculty member's signature shall serve as certification that the leave was not used for personal entertainment or recreation.

3. The request and conditions shall include the following:

    a) Time taken for "Personal Leave" will be counted against the faculty member's accrued sick leave balance.

    b) Personal leave does not accumulate. The annual period will begin September 1st. Eligible faculty on twelve-month contracts should refer to the Personnel Handbook for personal leave benefit.

    c) As in the case of all types of leave, the *Faculty Absence Form* will be used for documentation purposes. Provisions must be made for missed duties (e. g. , coverage of classes) at SWOSU.

    d) Request for personal leave shall be made in writing to the chair of the department, allowing sufficient time for approval prior to the use of the leave. In the case of an emergency, the written request shall be filed within one day after returning to work.

    e) The Chair of the academic unit and the Dean will review each request for leave. The Dean will forward the recommendation to the Provost.

f) The Provost will approve or deny the request.

**Annual Leave**

Annual leave is accrued and taken in accordance with individual university policies. Eligible faculty on twelve-month contracts should refer to the Personnel Handbook for annual leave benefit.

**Leave of Absence Without Pay**

The Board of Regents authorizes the universities to grant leaves of absence without pay. Upon recommendation of the Department Chair and approval of the Dean of the college, the Provost, and the President, a faculty member may be placed on leave without pay. Requests for leave without pay should be submitted to the chair at least ninety (90) days before the end of the semester preceding the semester for which leave is requested. Requests that do not comply with this deadline are evaluated on the basis of individual need.

**Military Leave**

Pursuant to 72 O. S. § 48, all employees who are members, either officers or enlisted, of the Reserve Components to include the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, the Coast Guard Reserves, or any other component of the Armed Forces of the United States, shall, when ordered by the proper authority to active or inactive duty or service, be entitled to a leave of absence for the period of such service without loss of status or seniority. During the first thirty (30) regularly scheduled work days of such leave during the federal fiscal year, the employee shall receive full regular pay. During the remainder of such leave in any federal fiscal year, the state may elect to pay the employee an amount equal to the difference between his full regular pay and his military pay. Faculty using Military Leave are encouraged to work with the Office of Human Resources in advance to coordinate this leave to minimize disruptions in benefits and pay.

**Professional Leave**

SWOSU provides opportunities for faculty to receive professional development, make presentations, or consult. Professional leave is not to be used for activities that are covered under other absence policies (e.g., sick leave, personal leave, non-extramural activities). Requests for professional leave shall be made in writing to the chair of the department and must be in advance of the use of the leave. Requests and conditions shall include the following:

1. The consulting, presentation, or professional development must be associated with the faculty member's appointment and involve activities that are either related to teaching, scholarship, service, or economic development.

2. As in the case of all types of leave, the *Faculty Absence Form* will be used for documentation purposes. Provisions must be made for missed duties (e.g., coverage of classes).

3. An explanation of the consultation or professional development must accompany the request and must be attached to the *Faculty Absence Form*.

4. The Chair of the academic unit and the Dean will review each request for leave. The Dean will forward recommendation to the Provost.

5. The Provost will approve or deny the request.

**Sabbatical Leave**

The Board of Regents of the Regional University System of Oklahoma authorizes SWOSU to grant sabbatical leave. Please see the RUSO Policy Handbook for the Regents' guidelines on sabbatical leave.

**Sick Leave**

Full-time employees are eligible for sick leave with pay based on sick leave accrual rates during continuous service with the state in accordance with the following schedule:

15 days/calendar year – twelve-month contract
12 days/academic year – nine-month contract

Sick leave shall accrue on a monthly basis. Faculty working in the summer earn sick leave. There is no maximum on the number of days that may be accumulated. 130 consecutive days is the maximum number that can be used by an employee. After this period, the decision to grant additional leave will be assessed on a case-to-case basis. The decision will be based on input from Human Resources, the Department Chair, Dean and documentation from the employee's health care provider. No sick leave can be transferred to SWOSU from some other employment.

Employees who earn sick leave and who work at less than 40 hours per week shall only earn that leave at a rate proportionate to 40 hours per week.

While a physician's certificate evidencing illness or disability is not required each time an employee does not report for duty because of illness or disability, the Board and SWOSU reserve the right to require such a certificate from the employee's physician and/or a physician of the institution's choosing.

Absences may be charged to sick leave entitlements for an illness, injury, or disability which incapacitates an employee and prevents him/her from performing his/her duties or for exposure to a contagious disease which, in the judgment of the Director of Health Services or another qualified health professional, would jeopardize the health of fellow employees.

Sick leave may not be earned by an employee during leave of absence without pay, suspension, layoff, or removal from the payroll for any reason. Employees who leave the employ of SWOSU shall not receive compensation for any accrued sick leave. Absence due to the illness of immediate members of one's family may be charged to sick leave upon approval of requests submitted through budget unit (departmental) channels submitted to the Human Resources Office. Faculty who are on twelve-month contracts should refer to the Personnel Handbook for sick leave benefit.

Pregnancy in itself is not a disabling condition for a fixed period of time. The granting of sick leave benefits in pregnancy conditions is subject to the same conditions as for all other covered health conditions. Leave for pregnancy is deducted from sick leave. For a normal or caesarian delivery, six weeks plus length of time in the hospital is allowed. This policy also applies to the spouse. To make use of the provisions of the Family Medical Leave Act, contact the Human Resources Office for details.

## Loyalty Oath

Upon initial employment by SWOSU individuals are required by state law to sign a loyalty oath to the state and federal constitutions.

## Nepotism

Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity or by affinity shall not, in itself, be a bar to appointment, employment or advancement in universities governed by the Board of Regents nor (in the case of faculty members) to eligibility for tenure of persons so related.

However, no two persons who are related by affinity or consanguinity within the third degree shall be given positions in which either one is directly responsible for making recommendations regarding promotion, salary or tenure for the other; nor

shall either of two persons so related who hold positions in the same internal budgetary unit be appointed to an executive or administrative position for said internal unit. Waivers may be granted by SWOSU President, but performance evaluations and recommendations for compensation and promotion will be made by one not related to the individual being evaluated. The Board shall be notified of any such waivers at its next meeting.

Relatives that are within the third degree of relationship to an employee by blood or marriage are as follows:

> Spouse, parent, child, brother, sister, grandparent, grandchild, great grandparent, aunt, uncle, niece, nephew, great grandchild, parent-in-law, daughter-in-law, son-in-law, grandparent-in-law, brother-in-law, sister-in-law, grandchild-in-law.

## Office Hours

Full-time faculty are expected to keep a minimum of ten regular office hours each week during fall and spring semesters. Part-time (adjunct) faculty are required to hold office hours proportionate to their load. For summer courses, a minimum of one office hour per credit hour of teaching load should be posted each week. Additional office hours should be made available by appointment.

Office hours may include physical office hours, online hours, or by phone, and the proportion of each type of office hours should reflect the format of teaching (i.e. face-to-face teachers should have physical office hours). It is recommended that office hours be maintained in both mornings and afternoons. Office hours should be posted on or near the office door.

## Patent/Copyright Policy

The Board of Regents has established policy regarding ownership of inventions and patents which are made or conceived by any member of the faculty, staff, or student body of SWOSU, and of copyright ownership and royalty distribution. The policy is defined in Section 5. 13 (Page 58 of this Handbook) of the Policy Manual of the Board of Regents.

## Personnel Data Folder

Data folders for all academic personnel are kept in the office of the Provost. Each faculty member is expected to provide official transcripts of all college and

university work completed for this file. In addition, references, evaluations, records of tenure and rank status, and statistics concerning academic preparation and experience are maintained in faculty personnel files. An additional data file is located in the Office of Human Resources. Faculty members are free to examine the contents of either of their personnel data folders.

## Personal Property

Prior to retirement, resignation or termination, faculty members should remove personal property from their offices or other SWOSU facilities. SWOSU has no responsibility for personal property left by faculty members in their offices, classrooms, or laboratories, or on computers after their appointments expire or while away on suspension or other reasons. Faculty members are solely responsible for making appropriate arrangements for protection of their property when they are separated or away from the University. The University has the right to remove and discard any property left behind. Any such property left behind will be considered abandoned.

## Political Activities

An employee of the Regional University System of Oklahoma who participates in political activities must do so in a manner that:

1. does not imply, directly or indirectly, that this Board or any of its universities endorse such activities;
2. in no way interferes with the rights and privileges of other employees of this Board;
3. in no way interferes with the rights and privileges of students attending any university;
4. in no way interrupts the normal routine operation of any university;
5. in no way interferes with the assigned duties of the employee;
6. does not utilize university equipment, e-mail, supplies, paid staff time, or other university resources in support of partisan political activities.

Violation of these principles may be considered cause for dismissal.

## Professional Behavior

SWOSU faculty members should aspire to cultivate a respectful and collegial work environment by encouraging all members of the university community (faculty, students, administration, staff, and visitors) to treat each other with courtesy and

respect. Members are expected to adhere to applicable University and RUSO policies and procedures.

## Report Dates for Faculty

The report dates for faculty are one weekday prior to start date of each semester, typically the Friday before classes begin on Monday. These are paid workdays for faculty members. Faculty should be available to work on those dates for advising, enrollment, meetings, and other departmental duties. Payroll uses these dates to calculate partial semester payments.

## Retirement Policy

The Board of Regents provides retirement benefits pursuant to action. Currently, an integrated benefit plan is provided. All faculty members are required to participate in the Social Security (FICA) program. All faculty members who teach half time or more are required to participate in the Oklahoma Teachers' Retirement System (OTRS). (Membership in the system, contributions required, and death and retirement benefits are provided for in the OTRS law.)

Employees with a date of employment prior to July 1, 1995 may qualify for a Supplemental Retirement Annuity. A person must meet the stated guidelines to be vested in this additional annuity. For further information, see the Supplemental Retirement Plan for the Board of Regents, effective December 1, 2002.

OTRS has strict timelines for the retirement process. Individuals are encouraged to contact both OTRS and the SWOSU Human Resources office at least four months prior to their anticipated retirement date.

Copies of current Board of Regents retirement policy and of the details of participation are available in the Human Resources Office. This information may also be found in the Board of Regents' Policy Manual. (See also "Membership In Teachers' Retirement While On Sabbatical," policy statements dated 7/10/91.) For information concerning an individual's retirement benefits, contact the Human Resources office. Requests to retire prior to the end of the normal appointment period should follow normal administrative channels.

### Upon Retirement

Section 715:10-17-2 (State law) of the Teachers' Retirement System of Oklahoma Rules and Laws states:

"A retired member is not eligible to be employed by the public schools of Oklahoma, in any capacity, for sixty (60) calendar days between the retiree's last day of pre-retirement public-education employment and any post-employment. (Note: The last day of pre-retirement employment means the last day the employee is required to be physically present on the job to complete the terms of the employment contract or agreement.) Employment under any condition during this time or payment at a later time for services performed during this time period will cause the forfeiture of all retirement benefits received during the period. "

In order to comply with the above state law, a retiree needs to sever employment with SWOSU as of the end of the last day of work. To avoid any question as to severance from duty, it is necessary that a retiree clear his/her office, turn in keys and not perform any work, including voluntary work, for SWOSU for at least sixty (60) calendar days.

## Retrenchment Guidelines

### Termination of appointments by the institution

1. Termination of an appointment with continuous tenure, or of a special or probationary appointment before the end of a specified term, may be effected by the institution only for adequate cause. A definitive assessment must be made of where the retrenchment will occur.
2. When termination of an appointment with continuous tenure, or of a non-tenured appointment before the end of a specified term, is based upon bona fide financial crisis or discontinuance of a program or department of instruction or discontinuance of certain course work and/or job description, the faculty member will be given notice and/or severance pay. Before terminating an appointment because of the abandonment of a program or department of instruction or discontinuance of certain course work and/or job description, the institution will make every effort to place affected faculty member(s) in other suitable positions. If an appointment is terminated before the end of a period of appointment, because of financial crisis or because of the discontinuance of a program of instruction or discontinuance of certain course work and/or job description, the released faculty member's place will not be filled by a replacement for a period of two-years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline the reappointment.
3. If the above condition develops, a faculty member terminated by one department may not be employed in another department unless fully qualified.

**Guidelines to be used when retrenchment occurs at the end of a term**

1. When initiated on a strictly voluntary basis and implemented with full retirement benefits available, early retirement may be considered if such retirement would relieve the crisis of departmental retrenchment.
2. If dismissal is required, the following procedures should be followed:
    a. If one or more members of a department is to be terminated from a departmental program, the dismissal order will be made in the following order:
        1. Temporary Regular Faculty (one academic year or less)
        2. Permanent, non tenure track
        3. Tenure track, non-tenured
        4. Tenured
    b. Where two members from either categories 2a(1), (2), or (3) have similar employment status, and one is to be terminated, departmental faculty will recommend one to be dismissed.
    c. If from two tenured members, one is to be terminated, selection will be based on lowest rank, then lowest seniority.
    d. If from two tenured members, one is to be terminated, but both possess similar status regarding rank and seniority, departmental tenured faculty with rank above those under consideration will recommend one to be dismissed.
    e. If from two members with highest rank and seniority, one is to be terminated, the departmental chair will recommend one to be dismissed.

## Risk Management

A university employee, performing one's duties within his or her scope of employment, has liability coverage under the State's Risk Management Program.

The Risk Management Division of the Department of Central Services for the State of Oklahoma is, in essence, the insurance carrier for SWOSU as well as other state agencies. If a tort, legal wrong, is committed against a third party that party can seek to recover damages by filing a claim with the Risk Management Division.

A university employee who uses a university or private vehicle while performing university business has liability coverage provided by the State's insurance. The appropriate leave/travel form should be on file in one's department. A single page

statement of such coverage is available at the Department of Public Safety Office on campus and should be carried in one's vehicle.

Employees should be aware that the "Tort Claims Act" adopts sovereign immunity for state employees except to the extent that, in certain cases, immunity is waived. Immunity can be waived in the case of an employee who either is not acting within his or her scope of employment or refuses to cooperate with investigations (by the appropriate individuals) of liability incidents.

If, as an employee of SWOSU, you are involved in an accident or if you witness an incident in which a possible tort may have been committed against a third party, you should:

1. If possible, insure the personal safety of individuals involved and take steps to prevent further damage to state property.
2. DISCOURAGE speculative comments by employees at the scene. Make NO statements concerning assumption of liability. Give out only information required by authorities. DO NOT sign any statement except for an authorized representative of the RISK MANAGEMENT DIVISION.
3. Call the Campus Police on campus (ext. 3111) as soon as possible after the incident. Or, call the State Risk Management Office (405-521-4999) day or night if you cannot reach the Campus Police. If you call the state office, then contact DPS as soon as possible thereafter.
4. If an accident occurs in a SWOSU vehicle, please refer to the reporting guide that is kept in each vehicle.

## Salary Policy

Appointments for full-time instructional personnel are for a period of nine to twelve-months and paid in twelve-monthly payments. Part-time faculty are employed on a semester basis. Automated deposits are distributed on the last working day of the month.

Salary adjustments for the next academic year for increased academic qualifications should be requested by May 1. Anticipated adjustments based on summer enrollments should be requested by the same date.

## Sales Solicitations

It is a violation for any person or group to solicit or sell to employees, individuals or groups of students at any time on the property, campus, or grounds of Southwestern Oklahoma State University except in those cases where specific authorization has been extended by the President or their designee.

Private vendors (to include all university employees who may be engaged in a private enterprise business whether as an agent, sales representative, or owner) are not allowed to use university facilities for the purpose of sales solicitations to or purchases from university employees. University policy prohibits sale of books to textbook buyers.

Exceptions to this rule are:

1. If the vendor has approval from the Board of Regents of the Regional University System of Oklahoma.
2. If the vendor has approval to use auxiliary facilities such as the Student Center and solicitations are confined to the assigned area. Normal fees will be charged for the use of the auxiliary facility.
3. If the vendor uses proper U. S. Postal Service services.
4. Upon consent of the faculty member, representatives of textbook publishing companies are permitted to visit with faculty regarding textbook adoptions.

NOTE: This policy has been interpreted to include business, sales, and the purchase of goods, conducted on campus.

## Summer Pay Policy

Department Chairs should judiciously consider student demand when deciding which courses to schedule in the summer term. Avoid scheduling sections of a course in the summer if fall and spring sections of the same course are not consistently full. Avoid having summer courses siphon enrollment from regular term offerings.

Decisions about cancelling class sections must be made by the end of the last class day of the spring semester. At that time, departments must decide whether a course will be taught under the per-student payment policy if necessary or cancelled. Earlier decisions are encouraged.

The most recent summer pay policy may always be found in Canvas in the Faculty Commons on Canvas in the Pay and Employment Policies module.

Departments should use the Excel worksheet supplied by the Office of Academic Affairs to calculate summer pay for faculty. Please print and attach the worksheet to the summer Pay Action Form. Comparisons between per-student and regular pay must be done manually. Chairs will receive half-time summer release (4 hours) as well as the summer chair stipend.

## Teaching Load And Compensation For Extra Academic Services

### Regular Load

Regular load is defined as follows:

1. The regular teaching load for faculty members is a minimum of fifteen(15) semester hours in a regular semester and eight(8) hours in a summer semester. Laboratories are equated on the basis of three laboratory hours equal to two academic hours. Department Chairs are encouraged to reduce the regular thirty-semester-hour load for the academic year to twenty-seven hours to provide released time for advisement, committee work, etc. An additional three-hour reduction may be made for tenured or tenure-track faculty for approved research, grant writing, or other scholarly endeavors.

2. The total load for a Department Chair is 12 hours in a regular semester and six hours in a summer semester of which 6 hours per semester and 4 hours in the summer are assigned for duties as chair. Responsibilities of Department Chairs vary because of faculty numbers, numbers of majors, departmental general education offerings, budget responsibilities, special accreditation, etc. Therefore, a further reduction in the load of the Department Chair may be granted if recommended by the Dean of the college and approved by the Provost.

3. Department Chairs will certify to the Dean of the college the academic load of the faculty members. If faculty members carry additional duties, the Dean of the college will confer with the Provost concerning the equating of their duties.

4. To encourage innovative practices, research, and scholarly pursuits, additional load reductions may be allotted upon approval of the Dean and Provost. The allotments will be made for specific purposes and for prescribed lengths of time. All projects pursued will contain an evaluation component in the final report submitted to the Dean.

5. Faculty members receive no additional compensation for teaching evening classes, extension classes, giving private lessons, or for doing any other academic work when such work is part of the faculty member's regular load.

6. Laboratories are equated on the basis of three laboratory hours equal to two academic hours.

7. Faculty members teaching distance learning courses (ITV, web-based, etc.) at SWOSU will receive additional compensation of $100. 00 per credit hour, above load, each time that the distance course is offered. An additional $100 per credit hour will be given to faculty members for every four sites or portion thereof above an initial four sites to which the courses are offered.

## Team And Turn Teaching

Faculty members may wish to collaborate in the presentation of some course offerings. Two approaches have been approved.

### Team Teaching

In the integrated team approach, all faculty members involved attend all class sessions, participate in evaluation, deliver lectures, contribute to discussions, and participate in any other class activities. Faculty members who wish to use this approach should submit a written proposal describing the course content and organization to the chair of the department in which the course is to be offered. The description would include the educational objectives of the course, justification for the team approach, and an outline of the involvement planned for the faculty participants. Proposals endorsed by chairs are to be forwarded to the appropriate Dean(s) for college approval.

A larger-than-normal enrollment will usually be required for such offerings. However, the nature and substance of some team-taught courses may justify smaller enrollments than other team-taught courses. Chairs and Deans will recommend enrollment requirements to the Provost. Faculty load assignments will be determined by the Dean(s) of the college(s) after conferring with the chair(s) involved.

### Turn Teaching

In the turn approach, each faculty participant is responsible for a segment of the course offering, and normally does not participate in the course segments for which they are not responsible. Proposals analogous to those described above should be

submitted for such offerings to the appropriate Department Chair(s). Chair(s) will submit offerings which they endorse to the appropriate Dean(s).

In turn teaching situations, faculty load will be apportioned equitably among the faculty participants. Total faculty load will be that which would be assigned if only one faculty member were teaching the course. Normal minimum enrollments will be required for such offerings.

## Qualified Tuition Reduction Policies and Procedures

### Employees

#### Fulltime Employee Eligibility

This benefit is available to all individuals who are actively employed by SWOSU in a position that qualifies them for the University's employer paid health insurance benefits and have been employed for one full semester. Individuals whose employment with SWOSU ends may continue to receive the benefit during the semester in which employment ceases.

#### Halftime Employee Eligibility

This benefit is available to all individuals who are actively employed by SWOSU in a position that qualifies them for the University's employer paid leave benefits and have been employed for one full semester. Individuals whose employment with SWOSU ends may continue to receive the benefit during the semester in which employment ceases.

#### Benefits

All awards under this benefit require the individual's Supervisor and Budget Head's approval. This award excludes any fees and taxes. Only courses offered by and originating with SWOSU are eligible for tuition award. Employees must complete and submit a Employee Tuition Waiver to their Supervisor and Budget Head. Completed forms are to be received by the Human Resources Office no later than the 10th class day of the Fall or Spring semester or the 5th class day of the Summer semester. If paperwork is turned in after the deadline a half waiver will be applied.

#### Fulltime Employee

Eligible employees may request a full award for seven hours in Spring/Fall and three hours in Summer semesters that assist in the performance of their assigned duties and/or aids them in acquiring new skills to qualify for advancement to meet degree requirements, including general electives.

#### Halftime Employee

Eligible employees may request a full award for three hours per semester that assists in the performance of their assigned duties and/or aids them in acquiring

new skills to qualify for advancement to meet degree requirements, including general electives.

**Restrictions**
Time away from an individual's work shift taking courses shall be made up at a time mutually acceptable to both the individual and the supervisor. Such make-up plans are to be indicated on the *Employee Tuition Waiver* or, if necessary, attached to the Application. Make-up times are to be consistent and equal to the time away from work, thereby providing a routine work pattern. Make-up of times are to be completed during the work week in which the absence occurred. The lunch period is excluded from this time.

**Spouse and Dependents**

**Application Deadline**
The application is to be received prior to the start of the semester by the Human Resources Office. This application will remain valid for the calendar year in which it is submitted. Applicants not applying for the Spring semester should submit their completed applications at least ten days prior to the beginning of the term that the applicant plans to attend.

**Qualifications**
The applicant must be a dependent of a full-time employee of SWOSU, a dependent of a vested retiree of SWOSU, a full-time employee's spouse who is not a full-time employee or retiree of SWOSU, or the dependent or spouse of an employee who has died or has a Social Security qualified disability received while in the service of SWOSU. An employee must have been hired prior to the beginning of a term for an applicant to receive a waiver for that term. (Vested means vested in the Oklahoma Teachers' Retirement System.)

1. A dependent is a child, stepchild, or legal ward of an employee qualifies for this tuition waiver if they meet the IRS qualifications and are claimed as a dependent for income tax purposes.
2. The employee's submission of the waiver application certifies that the applicant qualifies as a dependent as outlined above and qualifies for this non-taxable benefit per the IRS code requirements.
3. The applicant must be a qualified resident of Oklahoma as defined by the Oklahoma State Regents for Higher Education.
4. The waiver is for undergraduate level course work only (does not currently include the last two-years of course work for pharmacy professional students).
5. The waiver is for undergraduate level tuition only and does not include any fees or taxes.

6. The waiver, if granted, does not apply to class auditing, workshops, non-credit courses, or adult education.
7. The waiver will be limited to 12 hours of undergraduate course work per term.

**Availability**
Waivers for future semesters will depend on the circumstances at the time of granting such future waivers.

1. The waiver program may be terminated at the discretion of the University at any time.
2. A student must meet the retention standards as outlined in the University Catalogs.
3. A student cannot receive a waiver while on academic suspension.
4. A student cannot receive a waiver while on academic notice or academic probation unless a written appeal has been submitted to and approved by the Appeal Committee.
5. A student cannot receive a waiver while on student conduct probation.
6. If an individual terminates employment, the tuition reduction benefit will cease at the end of the semester in which employment was severed.

**Financial Aid Coordination**
The waiver program will be integrated with any other financial aid received from or through SWOSU. Multiple awards may be granted, but in no case shall waivers generate a cash refund or credit to be applied to other charges or fees. Total aid cannot exceed estimated cost of attendance.

**Student Appeals**
The student may appeal to the Qualified Tuition Reduction Program Appeals Committee for reconsideration of a denied waiver. The decision of the appeals committee is final. Send appeals to the Vice President for Human Resources addressed to:

Appeals Committee – Qualified Tuition Reduction Program
Human Resources
Administration Room 101

## Tobacco Use

In keeping with SWOSU's intent to provide a safe and healthful work environment, and in accordance with state mandates, the use of tobacco on the SWOSU campus or in a SWOSU vehicle is prohibited. This policy also prohibits the use of products which simulate smoking, including vaping. The policy extends to faculty, staff, employees, and campus visitors, and includes outdoor stadium seating.

## Unemployment Compensation

All full-time employees are covered by unemployment compensation insurance, pursuant to 40 OSA 1-210(2), at the employer's expense.

## Vitae

To maintain the most current records of the faculty, faculty members should submit an updated vita through their departments/schools and colleges by the second Friday in September each year.

## Workers' Compensation

Pursuant to 85 OSA 2b, Workers' Compensation Insurance underwritten by the State Insurance Fund is provided for all employees at the employer's expense.

# ACADEMIC AFFAIRS POLICIES

Many of the forms mentioned in the *Faculty Handbook* are available on SWOSU's website. SWOSU's website also contains additional information and policy statements of use or interest to faculty. You are encouraged to visit the site here. Many of the policies affecting students are located in the *Student Handbook* and/or the *Advisement Handbook*. Additional forms and policies may be found in Canvas in the Faculty Commons on Canvas in the Resources for Academic Affairs module.

## Academic Activity and Title IV Student Aid

For students who do not earn any college credit during a semester in which they are enrolled, SWOSU is required to document the last day of academic activity and in some cases, pay back federal Title IV financial aid. To help satisfy this requirement, faculty who submit grades of W, WF, I, U, and F are forced by the Campus Connect system to enter the last day of academic activity.

The last day of academic activity is that date known by the teaching faculty on which the student ceased to make progress toward completion of the course requirements. It is strongly suggested that faculty regularly take attendance in classes to improve the accuracy of this process.

Examples of academic activity include, but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between instructor and students.
- Submitting an academic assignment.
- Taking an exam, an interactive tutorial, or computer assisted instruction.
- Attending a study group that is assigned by the institution.
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Items that do ***not*** prove academic activity are:

- Living in institutional housing.
- Participating in the institution's meal plan;
- Logging into an online class without active participation; or
- Participating in academic counseling or advisement.

## Academic Advising Policy

The advisor/advisee relationship is an important one. Student retention in the major area, as well as student retention at SWOSU hinges on this relationship.

*Advisor Responsibilities:*

- Academic advisors should be concerned about their students' success as an individual.
- Advisors should be prepared for their role as advisors.
- Advisors should advise only in their discipline or area in which they teach whenever possible.
- Advisors should be available during posted office hours.
- Advisor assignments should be allocated as equitably as possible among faculty members advising in each major
- Advisors should respect the rights of students to have information about them kept confidential. Employees of SWOSU will comply with the Family Educational Rights and Privacy Act (FERPA) which is detailed in this section of the *Faculty Handbook*.

*Student Responsibilities:*

- Students should read SWOSU catalog and be familiar with courses that are required for their program major.
- Students should prepare a preliminary (trial) class schedule prior to meeting with their advisor.
- Students should use an advisor who is familiar with their program of study.
- Students should schedule an appointment to meet with their advisor for enrollment and refrain from using whoever is most convenient.

*Declaration of Major*

Students enrolled at Southwestern Oklahoma State University should declare a major course of study as early as possible and no later than the completion of 32 credit hours. In declaring a major early in the academic program, students will be aware of requirements of degree completion so that process may be completed in a timely manner. Academic advising in their field of study will enhance educational preparation and provide the student with the greatest potential for success. Career counseling is available through Career Services located in the Stafford Building.

Advisors should encourage students to declare a major as they complete 32 credit hours.

*English Proficiency*

An English Proficiency Program at Southwestern Oklahoma State University has been instituted to assure that all graduates possess adequate skills in written English. This program is a quality control standard that assures that each graduate with a baccalaureate degree will have demonstrated the minimal written English skills that are generally recognized to be the mark of an educated person. Students who score a "D" in ENGL 1213, English Composition II, must demonstrate adequate skills by passing the English Proficiency Exam or by repeating Composition II for a higher grade.

A student scoring a "D" in Composition II may take the English Proficiency test any time after completing the basic six hours of freshman English. The test will be administered in the Assessment Center and will consist of a written essay including a research component, and the results will be evaluated by more than one member of the English faculty. Recognition of satisfactory completion of the test will be recorded on the student's transcript.

A student who fails the test may take the examination again and must eventually pass the test or repeat Composition II for a higher grade to qualify for the SWOSU baccalaureate degree.

SWOSU students who have completed a baccalaureate degree in an accredited institution are not required to take the English Proficiency Exam.

## Academic Appeals

Academic appeals by students are governed by SWOSU's Academic Appeals Procedure.

## Assessment of Student Achievement and Satisfaction

Assessment policies are recommended by SWOSU Assessment Committee and approved by the Academic Advisory Council and Provost. Structure for SWOSU Assessment Program follows policy guidelines set forth by the Oklahoma State Regents for Higher Education and the Higher Learning Commission of the North Central Association of Colleges and Schools. SWOSU's Assessment Program contains five components: entry-level; mid-level or general education; exit-level or outcomes; graduate level; and student satisfaction.

Entry level assessment policies and procedures are designed to better advise students concerning their placement in general education courses. Second level testing is available at the Assessment Center for students who scored less than 19 on ACT subject tests.

Faculty may find the *Advisement* notebook helpful when advising students during registration since it contains updated information concerning cut-scores and remedial and developmental courses.

Mid-level assessment is now accomplished with faculty's use of curriculum-embedded methods in the general education courses. Faculty have the flexibility of designing assessment techniques to fit the course objectives. Many methods are employed both during the semester (formative assessment) and at the close of the semester (summative assessment). Reports of findings and comments for each section of the general education course are combined by faculty who are teaching the course and forwarded to the Department Chair. The reports for each department are then forwarded to the Chair of the General Education Committee so that feedback can be prepared for the University General Education and Assessment Committees, as well as for the OSRHE. Academic assessment of

general education is also accomplished through the ACT's College Assessment of Academic Proficiency (CAAP) administered by the Assessment Center.
Exit level assessment is the responsibility of each academic department or discipline. Some use nationally normed exams; others use capstone courses and/or locally prepared comprehensive exams. Each department or discipline selects the methods to be used for assessment. Reports of outcomes (or exit level) assessment are requested annually from each department or discipline for inclusion into the annual report to the OSRHE and SWOSU Assessment Committee.

Graduate level assessment, like exit level assessment described above, is the responsibility of individual academic departments offering programs at the master's level.

Student satisfaction is assessed primarily through various surveys, beginning with freshmen students at their orientation. Graduating seniors and graduate students are provided satisfaction surveys in their packets for application for graduation. Alumni surveys are conducted on a recurring basis.

Information and results of surveys are available upon request to faculty who are conducting self-studies or applications for accreditation. Survey reports are distributed appropriately and provided to faculty committees for exhibits for accreditation team visits.

## Auditing Classes

Students may audit certain classes with the approval of their advisors and the payment of appropriate fees. Auditors are not given examinations, nor do they receive credit. Residents of Oklahoma who are 65 years of age or older may audit courses free of charge on a space-available basis.

## Canceling Classes Due to Inclement Weather

The decision to close SWOSU due to inclement weather shall be made by the President or, in the President's absence, the President's designee. If there is a need to close SWOSU, the SWOSU hotline number (774-3225, selection #4) will be updated by 6:30 a. m. and area radio and television stations will be notified as soon as possible. Information will also be posted on the SWOSU website and sent out through the SWOSU Alert Emergency Notification system. Further details regarding closing of SWOSU are outlined in the Personnel Handbook.

## Canvas

SWOSU uses Canvas, a Learning Management System from Instructure. Faculty members are **expected** to have a published course shell for each class, and to include (at a minimum) their syllabi and a current gradebook. Faculty members are **encouraged** to use Canvas for

communication with students, to post class handouts and lecture PowerPoints or other notes, and attendance records.

## Class Schedules

Class schedules are issued from the office of the Provost. Each department, division, and college is responsible for submitting tentative class schedules to the Academic Affairs office.

## Department Chair Selection Procedure

The selection of effective chairs is a vital concern to the SWOSU community. This procedure is designed to provide successful communication between all parties involved in the process.

When a chair vacancy occurs, the Provost and Dean will discuss the timeliness of conducting a search. If the timing of the opening would create a search in the summer or between semesters when faculty are not normally present, the Provost and Dean may recommend an Interim Chair to the President for appointment.

The initial step in the search process is that the Dean will poll faculty in the department as to the desire to search externally or internally. An external search may only be held when an actual teaching vacancy exists. If the search is external, applicants are solicited by notification through intra-university communication and other appropriate media, and internal candidates are also eligible. When the search is internal, applications will be accepted only from within the department.

EXTERNAL SEARCH:
When the chair position is open to both internal and external candidates, a departmental screening committee will be elected by the faculty. Candidates shall not be involved in the process of selecting the screening committee. Applicants will be asked to provide a current curriculum vita with names of at least three references and a letter of application which shall contain a statement of their vision for the department.

The screening committee shall be composed of no fewer than three members and will exclude internal applicants for the position. In cases where three faculty from the department are not available to serve on the screening committee, additional members from outside the department will be elected by the departmental faculty following consultation with the Dean. Once the applicant pool is developed, the screening committee will review the application credentials and make recommendations to the remainder of the faculty in the department. The departmental faculty will submit a list of leading candidates to the Dean.

Department faculty will serve as the search committee and will examine the application materials prior to interviews of the leading candidates. Faculty will elect a chair for the search process. The current Department Chair will be allowed to participate in the search committee as a faculty member and may vote in its decisions but may not serve as chair of the search committee. Candidates may not be involved as members of the search committee.

Candidates will be interviewed by the departmental faculty, Dean and the Provost. After all interviews have been completed, faculty members in the department will meet to discuss the candidates and develop written comments/recommendations for submission to the Dean.

Individual members of the faculty may also submit written comments to the Dean concerning strengths/weaknesses of candidates in relationship to their suitability to hold the position of chair. Written comments from individual faculty must be signed.

After receiving comments and recommendations from the departmental faculty and the Dean will make a recommendation to the Provost, who in turn will make a recommendation to the President. The President of SWOSU will make the final decision.

INTERNAL SEARCH:
The Dean will notify department faculty of the position opening and ask interested parties to submit their names for consideration by a certain date. Applicants will be asked to provide a current curriculum vita with names of at least three references and a letter of application which shall contain a statement of their vision for the department.

Department faculty will serve as the search committee and will examine the application materials prior to interviews. Faculty will elect a chair for the search process. The current Department Chair will be allowed to participate in the search committee as a faculty member and may vote in its decisions but may not serve as chair of the search committee. Candidates may not be involved as members of the search committee.

The faculty will interview all candidates unless the number of candidates exceeds five. When the number of candidates exceeds five, the department may choose to elect a screening committee to narrow the pool to two or three candidates.

The search committee chair will schedule an interview with each candidate and the search committee. After all interviews have been completed, faculty members in the department will meet to discuss the candidates and develop written comments/recommendations for submission to the Dean. A secret ballot may be taken in order to rank the candidates for submission.

Individual members of the faculty may also submit written comments to the Dean concerning strengths/weaknesses of candidates in relationship to their suitability to hold the position of Chair. Written comments from individual faculty must be signed.

Each candidate shall make an appointment with the Dean and Provost. After meeting with the candidates, the Dean will submit a recommendation to the Provost. The Provost will submit a recommendation to the President, who will make the final decision.

## Employment Outside of SWOSU

Because of the unique character of the teaching profession, each faculty member is expected to have a special dedication to teaching. The responsibilities of teaching, student advisement, university service, and scholarly activities should be the primary focus of faculty members. It is a violation of a faculty member's university responsibilities to allow nonacademic activities to interfere with these responsibilities, and it is incumbent upon the faculty member to avoid such conflict of interest.

Faculty members are expected to consider university assignments their first responsibilities and to avoid jeopardizing these responsibilities. It is a violation of university policy to accept or perform outside employment or contract services between 8:00 a. m. and 5:00 p. m. , Monday through Friday.

SWOSU encourages and supports outside professional activities related to one's discipline as long as these activities do not adversely affect the fulfillment of one's primary responsibilities, and as long as they contribute to the mission of the institution. Requests to engage in such professional activities and/or to utilize university resources in those activities should be submitted to the Department Chair, Dean of the college, and Provost.

## Evaluation of Instructional Programs

To assist the Oklahoma State Regents for Higher Education in evaluating quality and efficiency of educational programs, each campus must assume primary responsibility for review of existing and proposed educational programs. Programmatic review of existing programs will be performed on a five-year rotational basis to be scheduled by the institution.

The primary purposes of the program review are:

1. To maintain and enhance the quality of instruction, research, and public service.
2. To respond to existing and emerging social, cultural, scientific, and economic needs.
3. To utilize the state's and the institution's resources effectively and efficiently.
4. To record changes made to programs as a result of program evaluation.

Program review will provide a basis for decisions of program initiation, expansion, contraction, consolidation, and termination as well as reallocation of resources.

Components evaluated include program objectives, student enrollments, diplomas/degrees granted, faculty, curricula, resources and outcomes assessment. Self-studies for accreditation may be used in lieu of the five-year program reviews.

## Faculty Evaluation of Chairs and Administrators

Faculty evaluate Chairs and Deans annually. An annual administrative evaluation is also completed by faculty.

## Faculty Grievance Procedure

The Faculty Grievance Procedure is located on the Faculty Senate website.

## Family Educational Rights and Privacy Act (FERPA)

Information on FERPA is available in the Student Handbook.

## Final Examinations

It is the policy of SWOSU to give final examinations during the periods scheduled for this purpose. Examinations are distributed as evenly as possible over the examination period. Examination schedules can be found on the SWOSU website. *All classes must meet during the scheduled examination period, whether or not an actual final exam is administered.*

Policies concerning semester examinations:

1. Students may drop classes up to five days prior to the beginning of finals.
2. During the regular semesters, the three class days prior to the beginning of finals are considered "dead days" in that no graded assignments or activities are to be scheduled. Extracurricular events (*other than unscheduled league play-off events*) and required field trips are prohibited. Attendance policies will remain in force.
3. If students feel that the dead days policy is not being followed, students should speak with the faculty member. If no resolution is reached, students should contact the Department Chair and ask for their help. If that route is unsuccessful, students should speak with the Dean of their college.
4. Exams for single classes must follow the posted schedule.
5. Multi-section exams scheduled by an instructor must have the approval of the Vice President for Academic Affairs. Room availability must be checked with the office of the Vice President for Administration and Finance. These are scheduled on a first-come, first-serve basis.

6. Multi-section exams must be approved one week before the first final exam and classes notified of the schedule.
7. In case of conflict between single sections and multi-sections, the single section takes precedence for the student's time.
8. Occasionally, the final exam schedule results in a student having more than three exams on any given day. Students may seek assistance in alleviating this excessive schedule from the Vice President for Student Services on the Weatherford campus or from the Coordinator at the Sayre Location.
9. No early finals. Early finals are any final given prior to 8:30 a. m. on the Monday of finals week. (Lab finals are scheduled prior to finals week.)
10. Students unable to meet the regular examination schedule may receive an "I" (*Incomplete*) and have additional time to complete their work at the discretion of the instructor.

## Grading

The following types of grading entries with respective definitions will be used for transcript notations:

| | | |
|---|---|---|
| A | (4 grade points/hour) | Excellent |
| B | (3 grade points/hour) | Good |
| C | (2 grade points/hour) | Average |
| D | (1 grade point/hour) | Below Average |
| F | (0 grade points/hour) | Failure |
| S | (0 grade points) | Satisfactory |
| U | (0 grade points) | Unsatisfactory |

The five grades listed above will be used in the calculation of grade point average (GPA). Other grading symbols may also be used.

**I** An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an "F," and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student must have satisfactorily completed a substantial portion of the course work for the semester. The instructor must complete a "Record of Incomplete Grade" form and submit it to the departmental chair (Academic Records Office for Sayre Location); the form records instructions for removal of the incomplete grade in the absence of the instructor. A copy of this form can be found in the forms section of SWOSU web site. "I" grades do not contribute to the student's GPA. When a student completes a course in which s/he has received an "I," the instructor completes a Grade Change Card in the Registrar's Office, changes the grade on the term sheet, and initials the change. "I" grades not changed by the instructor will remain a "permanent I. "

**AU** Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. AU will not contribute to the student's GPA. More details concerning audit status and the AU grade may be obtained in the Registrar's Office.

**W** An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the allowable withdrawal period (the first eleven weeks during fall and spring semesters, the first four weeks during summer semesters). For any drop or withdrawal accepted after this deadline, a "W/P" or "F" will be assigned depending upon the student's standing in the class. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grades are GPA neutral. An instructor may assign a "W" as the final grade.

**S-U** The "S" grade indicates minimal course requirements have been met and credit has been earned. The grade of "U" indicates that a student did not meet minimum requirements in the course. The "S" and "U" grades are GPA neutral, but they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

For additional details regarding these and other grade symbols, contact the Academic Record's Office.

Academic freedom includes the right of each faculty member to determine evaluation criteria and to assign grades for student achievement in her/his classes in accordance with the SWOSU grading schedule. Departments, schools, and colleges within SWOSU shall not take actions, which would abridge this right. Faculty members are expected to evaluate achievement on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Academic appeals by students are governed by SWOSU's Academic Appeals Procedure.

**Grade policies are set in each class by the instructor. Each instructor is expected to provide students with a written statement of these policies at the beginning of the semester.**

## Grade Changes

Student grades may be changed within the following criteria:

1. In the case of instructor computation errors, errors in data entry, other errors by the instructor, and courses originally graded with an Incomplete (I), grades may be changed by the instructor in person in the Academic Records Office. An instructor may change a grade from one traditional grade to another (A, B, C, D, or F), or from an Incomplete (I) to any grade (A,B,C,D,F, or W). No review is required for this process.

2. The total number of grade changes for a student in a course is limited to one (1).
3. After a student has graduated, no further grade changes are permitted.
4. The time limit for instituting a grade change is normally one semester after the semester in which the grade was assigned (i.e., by the end of the next regular semester). Except under extenuating circumstances that prevent the student from completing required coursework, Incomplete (I) grades should be changed to a traditional grade (A, B, C, D, or F) within one semester. In the case of an Incomplete (I) assigned to a student in a research or independent study course, in which consecutive semesters of enrollment in such a course with the same instructor may be required to complete a project, the student must complete any remaining course requirements by the end of the next regular semester after the semester in which the instructor of record deems that the project should have been completed.
5. If a student requests a change of a traditional (A,B,C,D, or F) grade to a Withdrawal (W), the student must complete the *Application for Academic Appeal: Request to Change a Grade to a Withdrawal (W) Grade* form (available on the SWOSU website) and submit the form to the instructor of record. If the instructor of record approves the request to change the grade to a Withdrawal (W), the instructor shall sign the form and forward the request to the Office of the Provost for review to determine compliance with regulations applicable to the particular student (e. g. , financial aid, veteran status, or international student status).
6. If the original instructor of record is no longer available, then the student shall submit the grade change request to the chair of the department.

## Independent Study Offerings

Circumstances arise where the best interest of the student is served by the use of an independent study. Independent study courses must maintain academic integrity and rigor and avoid accreditation deficiencies. The Application for Independent Study form in Etrieve must be used to request Independent Study classes. A course syllabus meeting SWOSU policies must be attached to the Etrieve application.

## Intellectual Property

SWOSU's policy on Intellectual Property (PDF) may be found on the website here.

## Student Attendance

Faculty members will excuse absences due to participation in formally University sponsored activities including course-related field trips, student involvement in research presentations or academic symposiums, artistic performances, NCAA (National Collegiate Athletic Association)/NIRA (National Intercollegiate Rodeo Association) athletic events,

PLC (Presidents Leadership Class) sponsored events, or other events approved for student participation by the VP for Student Affairs and/or VP for Academic Affairs. Since absences are known in advance, the student should provide documentation and communicate with the faculty member to plan accordingly. Additionally, students involved in activities that would result in multiple absences from hands-on courses and laboratories are encouraged to enroll in those courses in the off-season or plan accordingly and select a course section that would be less likely to conflict with the activities.

At the faculty member's discretion absences due to illness may be excused. The student should be aware of class policies outlined by the faculty and/or course syllabus, as well as any additional policies within specific college and departmental handbooks. The student is responsible for notifying the faculty members as soon as possible and is prepared to provide documentation. In addition, it is the student's responsibility to meet with the faculty once they return from illness to determine how to proceed with the absences. If a student will miss three or more days of classes due to illness, students may request the Dean of Students to notify their instructors. Students should be prepared to provide documentation regarding their illness to the Dean of Students. Again, it is the responsibility of the student to be in contact with the faculty members to determine how to proceed with the absences due to illness.

Notification of a personal emergency should be made to faculty members as soon as possible. Faculty members will decide if the personal emergency will be excused based on college, departmental, or personal policies. If the personal emergency causes the student to miss three or more days of classes, students may request the Dean of Students to notify their instructors. Students should be prepared to provide documentation regarding their personal emergency to the Dean of Students. It is the responsibility of the student to visit with the faculty members upon their return from absences due to personal emergency.

Additional changes to the Absence Policy may be made under extreme conditions, such as those which occurred during COVID in 2020.

## Syllabi

Faculty members are required to create and maintain accurate syllabi for their classes, and to post those syllabi in a published Canvas course shell. Templates for course syllabi may be found in the Faculty Commons area of Canvas. Course syllabi must contain (at a minimum) the contents in the template, but document format is left to the instructor.

An ADA statement must be included in course syllabi and attendance policies to encourage the self-identification of a disability and to ensure compliance with the ADA. A sample statement is included in the syllabus template on Canvas in Faculty Commons.

# ACADEMIC SUPPORT

## Assessment Center

The Assessment Center is responsible for development, administration and support of the various aspects of SWOSU assessment program, and coordinates student evaluations of faculty. The center will assist faculty with custom designed scan sheets for research projects or assessment, scanning, and reports. Reports are available to faculty who are applying for awards, continuation, tenure and promotion, post-tenure review, etc.

## Bookstore (Alma Mater Merc)

SWOSU operates Alma Mater Merc, the University bookstore in Henrietta Mann Hall.

## Campus Security

### *Reporting Crimes and Emergencies on Campus*

Reports of criminal actions or other emergencies occurring on the Southwestern Oklahoma State University campus should be made to the campus Police Department who will respond in accordance with established law enforcement procedures. Victims of serious crimes may request support personnel such as ministers and counselors during and after reporting.

> ***Sayre Location*** – Reports of criminal actions or other emergencies occurring at Southwestern Oklahoma State University – Sayre should be made to the Safety Officer who will respond in accordance with established law enforcement procedures. S/he will then notify the Coordinator and the Weatherford Campus Police. Victims of serious crimes may request support personnel such as ministers and counselors during and after reporting.

### *Security of Facilities and Access to Residences*

Security is provided in the maintenance of SWOSU's facilities through a number of mechanisms, including limitations on hours of operation, policies on keys, restricting access to those bearing appropriate identification as University staff or students, and the provision of adequate lighting. Security precautions are on file in respective offices for the various types of facilities at SWOSU. A guide for living in residence halls is given to each student residing in the halls.

The Campus Police performs building checks and lockups on all campus buildings at scheduled times seven days per week, 365 days per year. Students may be authorized to be in a building after lockup, if under the direct supervision or written permission, by a permit card, of an authorized faculty or staff employee.

### *Security Procedures and Practices*

The Campus Police Department is staffed by commissioned peace officers who meet the standards of the Oklahoma Council for Law Enforcement Education and Training and who have the power to arrest and bring before the proper court persons violating the law on University property. SWOSU's peace officers cooperate with local police authorities in the exercise of their responsibilities. It is the practice of the Campus Police Department to encourage accurate and prompt reporting of all crimes to the Campus Police Department or the appropriate local police authorities.

### *Programs Related to Security Procedures and Practices*

SWOSU provides information to students and employees about campus security procedures and practices, encourages them to be responsible for their own security and the security of others and informs them about the prevention of crime through regular programs and literature distribution.

Presentations by SWOSU Campus Police Department are provided upon request to individual residence halls and the campus community on a regular, on-going basis. These presentations are also made by student organizations having speakers or panel discussions on topics related to safety and security. These activities include the role and services of SWOSU Campus Police Department, programs addressing alcohol and awareness, date rape and sexual assault prevention, domestic abuse, crime prevention, and illegal drugs.

Presentations are made for the general university community and special presentations are made for the residence halls. Formats include speakers, videos, demonstrations, and workshops. Routine public service announcements are made and informational brochures distributed. Among the topics covered are self-defense, fire prevention, campus crime, and safe sex.

SWOSU Connect offers written material to incoming freshman students focusing on acquaintance rape, student safety on campus, and building safety.

Printed materials are distributed to students living both in residence halls and off campus and include the Residence Halls Handbook and Student Handbook, which provide security policy information to students. Policy information and training is conducted regularly for University employees regarding emergencies including building evacuation, emergency rescue procedures, etc.

### *Cooperation with Area Police Agencies*

SWOSU cooperates with local police authorities to monitor and record information concerning criminal activity occurring away from the campus but involving University students or University-recognized student organizations.

## Center for Excellence in Teaching and Learning

SWOSU houses a Center for Excellence in Teaching and Learning. The center provides workshops and assistance in the development and implementation of traditional and distance courses (online, webinar, blended and self-paced), as well as the use of technology in course delivery, with an emphasis on instructional strategies that encourage the 5C's and an R -- critical thinking, communication, collaboration, creativity, community service, and relevance. Another function of the center is to facilitate interactive video or Zoom courses originating from SWOSU. Assistance in instructional design and course or assignment redesign is provided to faculty.

## Commencement

SWOSU holds annual commencement exercises at the end of the fall and spring semesters. The annual schedule is available on the SWOSU website. Faculty members and administrators are encouraged to participate in the academic procession for commencement. The Alma Mater Merc bookstore provides a rental service for academic apparel. Please check with the bookstore manager about the deadline for reserving academic regalia.

## Continuing Education

The Division of Continuing Education (CE), operated by the Business Enterprise Center, offers non-credit adult education activities, seminars, and workshops that promote career development, cultural growth, and personal development. Continuing education programs to help the residents of western Oklahoma renew license certificates from appropriate agencies are offered periodically, and Continuing Education Units (CEU) are offered for some CE activities. Additional information is provided on the SWOSU website under Business Enterprise Center.

## Credit Union

Allegiance Credit Union has been approved to offer services to SWOSU students and employees. Contact the Human Resource Office, Room 101 Administration Building, for more information.

## Faculty Identification Cards

Faculty identification cards are available from Auxiliary Services on the second floor of the Memorial Student Center. The card is necessary to check out materials from SWOSU Library. The card admits the faculty member and immediate family to many university activities. A charge is made for some special events.

## Graduate Record

SWOSU yearbook was replaced in 1994 with *The Graduate Record*, a mini-yearbook featuring highlights of the year along with portraits of graduating seniors, graduate students, and faculty. Portraits for both students and faculty are taken in late November or early December, and the books are available free to graduates at Commencement.

## Honor Roll

Undergraduate students who complete 12 or more hours in the fall or spring semester or six hours during the summer semester and earn a 4.00 grade point average qualify for the President's Honor Roll. Undergraduate students who complete 12 or more hours in the fall or spring semester or six hours during the summer semester and earn a 3.5 grade point average or higher with no grade lower than a "C" qualify for the Dean's Honor Roll. Grades of Satisfactory "S" qualify for the honor rolls however grades of "I", "U", "D", and "F" do not qualify for the honor rolls.

## Information Technology Services

Information Technology Services (ITS) provides technology support and services for SWOSU faculty, staff, and students. Areas of services and support include hardware, software, network connectivity, computer labs, account information, telecommunications, and access to appropriate administrative/student data from the University's administrative systems.

**SWOSU Computing Policies:**

*Agreement and Account Application:*

Computing services at Southwestern Oklahoma State University are provided to promote administrative, educational, and research efforts of the faculty, students, and staff. All persons utilizing these services are responsible to ensure that computing resources are used in an ethical and lawful manner. The following basic principles and examples provide a general framework for determining acceptable behavior and conduct when using university

provided computing resources.

*Use university computing resources for appropriate university activities only.*

- University computer systems shall not be used for unauthorized political activities or unauthorized commercial purposes.
- Unauthorized copies of copyrighted material shall not be created, distributed, or knowingly utilized.

*Do no harm to the computing environment.*

- Users shall not attempt to degrade or manipulate system-wide performance or capability.
- Users are responsible for specialized hardware and/or software that they have, or have had, installed on university computers.

*Do no harm to other system users.*

- Obscene, threatening, harassing, or intimidating material shall not be entered into the computer or sent by electronic means.
- Users shall not examine, change, or use another person's (or institutional) username, password, files, or e-mail.
- Users shall always identify themselves appropriately.

*Users are responsible for all usage of their accounts. They should never permit others to use their accounts.*

Electronic media on all SWOSU systems is as private as is feasibly possible. System administrators will not access another person's data unless necessary in the course of their duties and will treat that data as confidential. Unauthorized attempts to access another person's data will be treated with the utmost seriousness.

All individuals using computer and network systems owned by SWOSU are subject to applicable laws and University policies. Violations are subject to disciplinary action. SWOSU may immediately suspend the computer/network privileges of alleged violators, subsequently ensuring due process. SWOSU will provide proportional sanctions for policy violations, including but not limited to reprimand, temporary or permanent removal of computer/network privileges, dismissal from SWOSU, and legal action. Violations of this policy may constitute a criminal offense, punishable by local, state, or federal law.

## Keys

The Physical Plant issues keys to faculty members.

## Mailroom

The mailroom receives and processes daily mail and orders office supplies for campus departments.

*Incoming and Daily Mail*

The U. S. Post Office delivers mail at approximately 10:00 AM Monday-Friday to the SWOSU mailroom. The mailroom then sorts and put all mail in the departmental boxes. Federal Express, UPS, and Airborne deliver at different times throughout the day. When purchasing anything from an outside vendor, be sure that the vendor marks the package with the name of the person and department to whom it is to be delivered.

> ***Sayre Location*** – The U. S. Post Office delivers mail at approximately 3:00 PM Monday-Friday to the SWOSU Registrar's Office.

*Outgoing Mail*

When sending mail through the campus mailroom, the return address must include Southwestern Oklahoma State University, 100 Campus Drive, Weatherford, OK 73096-3098. Further, the DEPARTMENT MAIL NUMBER must be in the return address on ALL official mail, including manila envelopes, packages, and "reply mail" postcards for magazines. It is by this number that the mailroom personnel know which department to charge for postage. Contact the mailroom for verification of this number.

Before ordering new envelopes, mailing labels, business reply and postage-prepaid envelopes from SWOSU Press, verify the correct department number with mailroom personnel.

Group and band mail by the categories of local, out-of-town, business reply, personal, etc. Foreign mail must have a paper clip clipped to the top or a post-it-note on it. Deposit outgoing mail in the appropriate mail slots. Outgoing mail must be in the mailroom by 2:45 to be processed that day. The U. S. Post Office picks up the mail at 3:00 p. m.

Outgoing mail should be addressed with a typewriter or computer labels to speed delivery. Mail addressed by hand will be processed manually at the Post Office, thereby slowing down delivery. Third Class, Special Fourth Class, and Library rate materials should all be marked; otherwise, First Class Rates will be charged.

If a Third Class bulk mailing of 200 or more pieces of identical size and weight or a First Class pre-sort mailing of 500 or more pieces of identical size and weight is being planned, the mail

room has specific guidelines that help save postage, approximately $0.20 per letter for third class.

Personal mail is accepted to be mailed from the mailroom but only if proper postage is applied. It is illegal for personal mail to be posted through SWOSU Postage Machine. The mailroom does sell stamps.

For packages and letters that are shipped via Federal Express, UPS, or Airborne, the mailroom needs a signature of the responsible party mailing the package. These packages must be brought to the mailroom as early as possible in the day to make sure that they go out the same day.

The company will issue a Call Tag for packages that are being returned to the company prepaid via UPS. The department must notify the company that they will need a Call Tag issued. When the mailroom receives the Call Tag, **we** will contact **you** and ask that you bring the package over by noon the next day. The mailroom has limited space; therefore, we cannot accept your package until the Call Tag has been issued.

SWOSU employs over 500 people. Therefore, interoffice mail must have the department as well as the name of the person receiving the mail clearly marked on the face of the mail to ensure proper delivery.

Mass mailings (on campus) require prior approval. Approval should follow university channels to the Office of the Vice President for Administration & Finance.

> ***Sayre Location*** – When sending mail through the Academic Records Office, the return address must include Southwestern Oklahoma State University, 409 E. Mississippi, Sayre, OK 73662.

## Parking

Assigned parking places are not provided for faculty. Parking permits may be obtained free of charge from the Campus Police. Faculty are expected to pay parking tickets.

## Recreational Facilities

The Wellness Center, swimming pool, Crowder Lake University Park facilities, and other appropriate facilities are available to faculty for recreational purposes. Contact the directors of the Wellness Center and the Crowder Lake facilities for faculty hours.

## Retired Faculty

Retired faculty members are considered an important part of SWOSU community. According to RUSO policy, the emeritus designation is for faculty who retired from SWOSU after 10 or more years of service to the university. Each year the President sends emeriti a courtesy card that admits them and a guest to most university sponsored events. Emeriti continue to receive access to all library resources. Emeriti are invited to a number of university functions, e. g. , the faculty workshop and family picnic, the Bernhardt Dinner, and Convocation. Emeriti requests for office space, equipment, and technical facilities are handled on a per request basis.

## Sponsored Programs

*Sponsored Programs*

The purpose of the Office of Sponsored Programs (OSP) is to: (1) provide comprehensive support to faculty, administrators, and staff in the preparation and submission of externally funded research and related proposals; (2) ensure that all proposals adhere to university and agency/sponsor policies, procedures, guidelines, and regulations; (3) administer internally funded research programs; (4) promote the research and scholarly activity of the faculty and students; and, (5) maintain the university archives for all sponsored programs, and prepare reports on all sponsored programs and research and scholarly activities. A brief outline of these roles is set forth below:

1. Provide comprehensive support to faculty, administrators, and staff in the preparation and administration of externally funded proposals. To support the university community in the preparation of proposals, OSP, among other things:
    a. Identifies potential resources for research projects;
    b. Directs faculty, administrators, and staff to appropriate proposal forms and application materials;
    c. Provides and supports education in sponsored program-related subjects;
    d. Reviews solicitations for eligibility;
    e. Assists in obtaining and interpreting guidelines;
    f. Assists in the preparation of proposals;
    g. Reviews proposals, including proposed budgets;
    h. Serves as a liaison between the university and potential sponsor;
    i. Submits all proposals;
    j. Accepts and reviews award terms and conditions;
    k. Negotiates award terms and conditions as necessary; and
    l. Obtains official approval for all awards.

    All faculty members – whether new to, or veterans of, the external proposal process – who are interested in pursuing external funding are encouraged to review OSP's "PI Guide" (found on the OSP section of the SWOSU website) as the first step in the proposal development process.

2. Ensure That all proposals adhere to university and agency/sponsor policies, procedures, guidelines, and regulations. To ensure proposal compliance, OSP, among other things:
    a. Ensures the applicant is an eligible principal investigator (PI);
    b. Verifies institutional base salary;
    c. Verifies the level of committed effort;
    d. Identifies potential issues with proposals and budgets;
    e. Verifies internal approvals; and
    f. Obtains official approval of all proposals and supporting documents.

    OSP also develops and recommends university policies, procedures, and guidelines related to sponsored programs administration. OSP also administers sponsored program-related policies and procedures, such as the Financial Conflict of Interest and Responsible Conduct of Research policies and procedures.
3. Administer internally funded research programs. OSP administers the annual Organized Research funds that are allocated to the Deans of the Colleges of Arts and Sciences, Business and Technology, Education and Behavioral Sciences, Nursing and Health Professions, and Pharmacy for distribution to faculty members. The purpose of the funds is to provide "seed" or start-up funding for research that may lead to an externally funded proposal and project. In addition, each academic year, the University Research and Scholarly Activity Committee ("URSAC"), in conjunction with the Provost, selects faculty members to receive Proposal Development Awards ("PDAs"). The purpose of the PDAs is to support faculty members' efforts to prepare proposals for external funding. OSP administers the Proposal Development Awards.
4. Promote the research and scholarly activity of the faculty and students. OSP promotes the research and scholarly activity of the faculty and students in a number of ways. For instance, OSP administers Faculty Development Awards which provide financial support for faculty travel to present original, scholarly work. OSP disseminates substantive notice of sponsored program awards and other research and scholarly activity through press releases, OSP's website, annual reports, quarterly newsletter, annual recognition reception and other efforts. OSP, in support of URSAC, sponsors SWOSU's annual Research and Scholarly Activity Fair; and organizes student and faculty participation in Oklahoma Research Day and other state and national activities.
5. Maintain the university archives for all sponsored programs, and report all sponsored programs, and research, and scholarly, activities. OSP maintains the university database on all extramural- and intramural-sponsored program activity, and is a recipient (in addition to the Al Harris Library) of all scholarly activity reports filed by the faculty. OSP publishes an annual report of extramural and intramural proposal submissions and awards, and an annual report of research and scholarly activity.

OSP also serves as the administrative office for the Protection of Human Subjects Committee/Institutional Review Board; Animal Care and Use Committee; Bio-Safety Committee; and Intellectual Property Committee.

Finally, OSP offers continuing education programs for the SWOSU and surrounding communities. These courses are generally non-credit adult education activities, seminars, and workshops of regional interest and/or that promote career development, cultural growth, or personal development. The faculty and others are invited to attend, suggest ideas for, or teach continuing education programs.

More information on any of these subjects is available on the OSP website here.

*Other Relevant Policies*

Protection of Human Subjects in Research Policy and Procedures, the Intellectual Property Policy, the BioSafety Guidelines, the Conflict of Interest Policy, the Data and Record Retention Guidelines, and the Animal Welfare Guidelines are available from the Sponsored Programs web site.

## Student Employment

The Human Resources Office administers student employment; a form to request student employment is included in the forms section of SWOSU web site.

## Student Records

The Academic Records Office maintains the official academic record of each student. The Dean of Students maintains the personnel record of each student. Availability of records is subject to federal guidelines.

## Supplies

The University Press is in charge of ordering white and colored paper. Paper is purchased by the truckload to get the best price available. Paper can be ordered by the ream or by the box by accessing the requisition form on the University Press website.

Sayre Location – Any department needing miscellaneous office supplies, including white paper, colored paper, computer paper, printer ribbons, cardstock, file folders, etc. , should notify the Business Office.

## Telephone

Official long-distance calls may be made from SWOSU phones. All personal calls should be charged to personal credit cards or made from a personal cell phone.

## Textbooks

Textbook policies are a departmental matter. Textbook changes must be made by approximately March 15 for the summer and fall semesters and approximately October 15 for the spring semester.

## Travel

Each unit of SWOSU is given a budget allocation for travel and is responsible for monitoring the expenditure of these funds according to Board of Regents' policies and state law. Current Regents' policies, including mileage and per diem rates, are available in the Business Office. Travel request forms are available on the SWOSU website; requests should be approved prior to the date of travel by the Department Chair and Dean of the college for in-state travel, and by the chair, Dean, and Provost for out-of-state travel. Requests for out-of-state travel should be filed at least one month prior to the date of the requested travel.

## University Libraries

The Al Harris Library includes a collection of books, serials, microform, federal and state publications, electronic databases and journals. Many of the Library resources are available through the Library website. When possible, these resources are available from campus offices. It provides prompt interlibrary loan services. The Library supports the instruction and individual research needs of the campus community. On-line bibliographic searching services supplement the other library resources, when necessary. An OK-share card is available to enable faculty and students to obtain materials directly from other academic libraries in the state.

The Library provides access to the on-line catalog, the Internet, and many electronic databases. It is open seven days a week, and hours are available on the Library's web site.

Each academic discipline is given an allocation to be used for acquisition of library materials to be housed in the Library. Faculty requests for books and journals should be made through the departmental library committee member.

Books are checked out to faculty members for a semester but are subject to recall in case of need. Periodicals and reference books may be checked out for three days. Materials that are in heavy demand for class use may be put on reserve. Faculty may obtain reserve forms from the front desk in the Library. Items no longer needed on reserve should be removed from the reserve area by contacting the Circulation Services Coordinator.

The library homepage is routinely updated showing the current library hours and holiday schedules. Students on both campuses can take advantage of the inter-library loan services

to borrow or return books. Two full-time staff personnel keep the library collection current and shelf ready. Subscriptions to periodicals both in paper and microfiche add to the library's collection.

## University Press

SWOSU operates a well-equipped printing plant, which has the capacity and capability of fulfilling most printing needs of SWOSU. Administrators, Department Chairs, and others with a responsibility and need for printing may make arrangements with the Manager of University Press.

## Use of Buildings

Faculty members are free to use campus buildings when available and scheduled in advance.

1. Arrangements for use of most buildings, including the Library Auditorium, for special events during the day or evening should be made using this link.
2. Arrangements for the Fine Arts Center and Pioneer Event Center are made through the Director of the PEC.
3. Arrangements for the Hilltop Theatre are made through the Department of Art, Communication, and Theatre.
4. Arrangements for the use of the Business Enterprise Center should be made through the Director of the BEC.
5. Outdoor facilities, including practice fields, are scheduled through the Athletic Director's Office.

When using a building in the evening, consideration should be given to those who will use the room the next morning. Faculty members noticing repairs that are needed should notify the Physical Plant.

***Sayre Location*** – Faculty members are free to use buildings when available and scheduled in advance. Arrangements may be made through the Coordinator's Office.

# STUDENT SERVICES POLICIES

## Academic Appeals

Academic appeals by students are governed by SWOSU's Academic Appeals Procedure.

## Academic Dishonesty

All forms of dishonesty such as cheating, plagiarism, knowingly furnishing false information to the institution, alteration or misuse of institution records or documents, including university identification cards, constitute violations of university regulations for which students are subject to disciplinary action. Disciplinary actions may include penalties which range from an unsatisfactory grade on a particular assignment, examination, or course, to expulsion from the University. These actions shall be determined by the instructor of record or appropriate university official. The student may appeal an assigned grade through the normal Academic Appeals Committee process. The student may appeal sanctions including temporary suspension, suspension, indefinite suspension, or expulsion through the Committee on Student Conduct.

## Alcohol

The consumption or possession of alcoholic beverages or illegal narcotics in any form, on the campus, in University housing (to include approved sorority and fraternity housing) or at any affair on the campus sponsored by or for a student organization, is forbidden. Further information related to prohibited activities related to the alcohol policy is stated in the *Student Handbook*.

SWOSU also acts in accordance with the Drug Free Schools Act, the Drug Free Workplace Act and other applicable provisions of state and federal law.

## Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) requires the provision of "reasonable accommodations" to those qualified individuals with disabilities by providing equal, non-discriminatory program access in the academic setting. Students with disabilities, as well as their non-disabled peers, must be afforded an equal opportunity to succeed or fail in their academic pursuits. Therefore, in order to assist the students, faculty, and staff in complying with the Americans with Disabilities Act, an ad hoc ADA Committee of Southwestern Oklahoma State University compiled a *Disability Resource Guide*. The following are excerpts from the guide, which may be obtained from the Office of the Dean of Students.

### Student Responsibility

Students enrolled in post-secondary education are required to self-identify if they would like to request services on the basis of disability. Southwestern Oklahoma State University attempts to provide opportunity for a student with a disability to self-identify. A statement on the university admissions application refers students to the Dean of Students to request information or services. Subsequently, faculty members are encouraged to provide students the opportunity to self-identify by including a statement regarding accommodations for students with disabilities on their syllabus. Students are always encouraged to contact the Dean of Students' office directly, as soon as possible, to request services or accommodations. It is the responsibility of the student to provide complete documentation as outlined in this document and in compliance with the AHEAD guidelines

### Faculty Responsibility

Faculty must include an ADA statement in their course syllabi and attendance policies to encourage the self-identification of a disability and to ensure compliance with the ADA. A sample statement is included in the syllabus template on Canvas in Faculty Commons.

Faculty must refer students responding to disability announcements to the Office of the Dean of Students for verification of a disability. Following verification, the Dean of Students will work with the student and the faculty to reach mutually agreeable and reasonable academic accommodations. SWOSU requires legitimate documentation of a claimed learning disability.

Faculty should work with the Dean of Students to achieve accommodations for students who legitimately request modification of regular class requirements and procedures.

## Drug-Free Schools Policy Statement

In compliance with the Drug-Free and Communities Act Amendments of 1989, SWOSU recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of its human resources. Employees are expected to be in suitable mental and physical condition and able to perform their assigned duties satisfactorily. It is the intent of SWOSU to educate students and employees about the dangers of drug and alcohol abuse and to discourage the illegal possession and distribution of drugs and alcohol. Accordingly, SWOSU adopts the following policy:

> The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on SWOSU property, or as a part of any SWOSU student sponsored activity, is strictly prohibited. Students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions will be imposed for violation of this policy. Employees and students are required to notify SWOSU Human Resources of any state or federal drug statute conviction for a violation occurring on SWOSU campus no later than five (5)

days after conviction. Students are required to notify the Dean of Students within the same time frame.

**University Sanctions:** Under Federal Regulations, SWOSU must impose sanctions for violations of its Drug-Free Schools Policy. SWOSU sanctions include, but are not limited to, reprimand, restriction of activities, conduct probation, administrative leave, expulsion, and termination of employment. Administrative sanctions shall be imposed immediately or within 30 days of notification or awareness of the employee's workplace related criminal drug statute conviction. SWOSU may also require the completion of an approved rehabilitation program at the employee's or student's expense. Disciplinary action will be taken in accordance with the applicable policies of SWOSU.

It is also within the discretion of SWOSU to refer any violations to the appropriate authorities for criminal prosecution. Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. Hence, sanctions include, but are not limited to, incarceration and monetary fines. Employees should note that they are also subject to SWOSU's Drug-Free Workplace policy and can refer to that policy for additional sanctions.

**Health Risks:** Alcohol and other drug use represent serious threats to health and the quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other diseases. Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. With most illicit drugs, it is possible that users will develop psychological and physical dependence. Further information concerning health risks may be found in the Center for Health and Wellbeing. Individuals should also consult their personal physician about alcohol and drug-related health risks. Drug Enforcement Agency (DEA) provides Drug Fact Sheets.

**Counseling and Rehabilitation:** SWOSU provides access to an Employee Assistance Program (EAP) and Counseling Services that is free to all students, faculty and staff. EAP provides counseling and training programs that inform participants of the dangers of drug and alcohol abuse. Assistance in locating an in or out-patient rehabilitation site is available through EAP. Additionally, health insurance benefited employees may contact BCBS (toll free number on the back of their card) for preauthorization benefits to access in or out-patient treatment. Volunteer participation in or referrals to these services is confidential.

Those needing help or advice may also use the following hotline numbers:

SWOSU Counseling Service.....580-774-3776
(After hours) SWOSU Department of Public Safety.....580–774–3111
National Institute on Drug Abuse.....1-800-662-HELP
National Alcohol & Drug Abuse Hotline..... 1-800-234-0420
Reach-Out Hotline ..... 1-800-522-9054

Any questions regarding the rules, regulations and policies concerning the Drug-Free

Schools or the Drug-Free Workplace standards of SWOSU may be referred to the HR Office.

## Hazing

Hazing is prohibited at SWOSU. Follow the link for the SWOSU policy. Oklahoma state law defines hazing with these terms (all are prohibited):

SWOSU employs a Registered Nurse and a Counseling staff. The normal outpatient services rendered to students are also available to faculty members.

## Student Handbook

The official Student Handbook is prepared by the Student Services Office and is available on the SWOSU website at this link. A useful "Whom To See About What" list is on the inside front cover.

## Student Tours

Campus visits and tours for high-school students who are considering enrolling at SWOSU can be arranged with the Admissions and RecruitmentOffice. Visits and tours can also be arranged for college students who are considering transferring to SWOSU.

# POLICIES AND PROCEDURES FOR PROMOTION/TENURE OF FACULTY

These policies and procedures developed at Southwestern Oklahoma State University have been approved by the Board of Regents of the Regional University System of Oklahoma.

## INTRODUCTION

The following policies and procedures are to be used in recommending members of the faculty for promotion/tenure. These same procedures are to be used in recommendations for chair, with the obvious omission of those components where chair would otherwise be involved.

The primary responsibilities of the faculty at SWOSU are divided into three broad categories: (1) Teaching; (2) Scholarly Activities; and (3) Service. Therefore, evaluations of faculty for promotion/tenure are based upon performance in these three categories. The emphasis on each category will be dependent upon each faculty member's specific responsibilities. The primary areas of evaluation in each category are discussed in the criteria section below.

Professional development is any activity that enhances the faculty member's professional capability. SWOSU supports and recognizes professional development in teaching, scholarly activity, and service.

The candidate for promotion/tenure, with the assistance of the Department Chair (the primary supervisor), shall prepare a formal application for candidacy that includes documentation addressing performance in the three categories used in the evaluation process. The procedures used for the application, the review, and the selection processes are explained in the procedure section.

*In all cases, the department committee provides the first evaluation. The second evaluation comes from the Department Chair.

# CRITERIA FOR EVALUATION FOR PROMOTION/TENURE

## Teaching and Related Duties

The primary mission of SWOSU is fulfilled when faculty teach students subject matter, help students improve communication and reasoning skills, hold students accountable for learning, advise students while encouraging them to excel academically, and help students enter graduate and professional schools or obtain employment by supplying recommendation letters and other support information. Involvement and performance in such endeavors will receive the greatest emphasis in evaluations.

All faculty are encouraged to participate in self-assessment for the purpose of development. Documentation will be the basis of a standardized university-wide evaluation from the departmental through the Presidential level. Documentation will be accomplished using the applicable instruments as adopted by SWOSU. The general items used for evaluation are: *(The order of items is alphabetical and not meant to suggest priority of importance. The items are listed as examples only, and are not intended to be an exhaustive listing, candidates should document all activities they deem relevant).*

a. Administrative evaluations* (Chair, Dean, and/or Director of Libraries)
b. Contributions to course and/or curricula development
c. Courses taught *(e. g. , including comments on size, level, degree of difficulty)*
d. Courses that include responsibilities for course administration or coordination (e. g. , *team-taught courses, laboratory courses; delivery of group or individual instructional programs by faculty without traditional classroom teaching appointments)*
e. Development of new teaching techniques and/or methods
f. Peer evaluations** *(Faculty Peer Observation Form)*
g. Preparation of instructional materials *(including library collection development and the securing of research and instructional materials required by faculty, students, and staff)*
h. Professional Development *(Include any activities that directly affect faculty's classroom performance e. g. , workshops, short courses, seminars, post-graduate study, planning for future information and knowledge management needs of the University)*
i. Development and implementation of service-learning projects
j. Student evaluations*** *(Student Course Evaluation Form or a comparable instrument for faculty without traditional classroom appointments)*

Faculty are encouraged to conduct self-assessments of their classes *(Instructor's Course Evaluation Form*). At the faculty member's discretion, these evaluations may accompany the students' evaluations.

- Administrative Evaluations: The most recent evaluations shall be included. These evaluations will consist of Continuance or Post-Tenure Review documents. The evaluations must be since last promotion or since coming to SWOSU if the candidate has not been promoted/tenured at SWOSU.

- Peer Evaluations: Evaluations from a minimum of three different evaluators must be obtained no earlier than Fall semester of the prior year. Two of these evaluators are selected by the faculty member and one is selected by the Chair, and must be so designated on the peer evaluation form. In consideration of the Chair for promotion or tenure, two evaluators are selected by the Chair and one is selected by a committee of full professors of the department if possible, and must be so designated on the peer evaluation form. In situations where there are not at least two full professors in the academic unit, the committee shall be composed of all tenured faculty within the academic unit.

- Student Evaluations: Evaluations must be conducted for all sections taught within the four most recent fall and spring semesters. These may not include the current semester or summer terms. The evaluations shall be administered in an impartial manner by a third party.

## Scholarly Activities

Scholarly activities associated with the applicant's teaching and/or professional discipline shall be a part of each evaluation. Applicants receiving release time for scholarly activities must document a higher level of scholarly accomplishments, which will be properly weighted in their evaluations.

Presentations in this category should include descriptive summaries of the applicant's scholarly achievement *(The ordering of items is alphabetical and not meant to suggest priority of importance. The items listed as examples are not intended to be an exhaustive listing, candidates should document all activities that they deem relevant).*

**Acceptance of original works** of art, musical compositions or arrangements, architectural designs, poetry and other literature, dance, or other of the Fine Arts.
**Curriculum development activities** including, but not limited to, innovation in the classroom, development of new courses, updating or improving of existing courses, implementation of best practices, curriculum alignment, creation of new degree programs, and innovation in pedagogy
**Editing** (including newsletters and the description and preservation of historical and/or scholarly resources)
**Grants** Funded/Unfunded
**Performances or exhibits** involving the various Fine Arts
**Presentation of papers** before professional groups
**Professional development**, activities in professional organizations appropriate to the teaching field or areas of responsibility including committee appointments, session chair, discussant or consultant performances, workshops, exhibits, or seminars which relate more to scholarly development than to teaching activities
**Publications** of original journal articles with abstract or first and last page of journal (includes web publications)

**Reviewing** of materials submitted by others
**Submission of original journal articles** (include abstract or first and last page of journal)
**Textbooks** (authored)
**Monographs**
**Poster Presentations** before professional groups

Each department or academic unit committee may designate other specific activities which are unique to a certain field as being appropriate within this category. Individual academic units are encouraged to develop and submit standing documents describing scholarly activity in their field to be used as a reference by all levels of review in the process.

**Responsibility for establishing the importance and scholarly nature of all activities rests with the applicant.** The applicant should not assume that all members of the evaluation committees are familiar with comparative values within each discipline, such as the relative prestige of journals, whether or not journal articles are refereed, whether or not the work has been published, or the importance of audiences and locales for exhibits or performances. All activities should be those which have been presented for the judgment of the applicant's academic peers.

## Service

Faculty and chairs are expected to provide certain services to SWOSU and to the public. When faculty receive released time for service they shall document these activities. Service to SWOSU and to the public will be properly considered in applicants' evaluations. A list of example activities considered as service is provided below. There are other activities that will qualify *(order of items is alphabetical and not meant to suggest priority of importance).*

**a. University Service**

1. Advising students; include number per semester
2. Assisting students in career development and employment searches
3. Assisting with university-sponsored events *(e. g. , SWIM, competitions and tournaments, summer camps)*
4. Participating in faculty career development *(e. g. , mentor program, presenting workshops for other faculty)*
5. Presenting in-service seminars or demonstrations *(including education of faculty and students in library technology)*
6. Professional Development *(Includes activities that enhance ability to perform services, e. g. , training to be an consultant-evaluator, advisor, or consultant; attending workshops, seminars, or meetings relevant to service activities)*
7. Serving as a consultant in other disciplines and/or departments *(including delivery of reference services by librarians)*
8. Serving as a chair or member of university committees *(e. g. accreditation, self-study, departmental, school, university-wide)*

9. Sponsoring student organizations
10. Assisting in student recruitment and retention (SWOSU Connect, Alternative Admissions, etc.)

Each department or academic unit committee may designate other specific activities which are unique to a certain field as being appropriate within this category.

**b. Community and Public Service**

1. Assisting in campus community fund drives
2. Consulting, speaking, or performing activities as a representative of SWOSU
3. Serving as a board member of charitable organizations or organizations relevant to education (e. g. , Chamber of Commerce Education Committee)
4. Serving as an officer on a professional board, not discipline related
5. Serving in community organizations or community sponsored events such as Special Olympics.

Each department or academic unit committee may designate other specific activities which are unique to a certain field as being appropriate within this category.

# PROCEDURES FOR THE GRANTING OF PROMOTION/TENURE

## Application

When a faculty member has met the minimum requirements, as stated in the *Faculty Handbook* (RUSO Chapter 3), and wishes to be considered for tenure/promotion in rank, a formal application shall be submitted by the applicant to the Department Chair. A faculty member may apply for either tenure or promotion, or both in a given year. **The chair shall assist the faculty member in monitoring minimum requirements and in preparing evaluation materials.** However, it should be emphasized that it is the responsibility of the faculty member to know and follow the application process.

All applications shall consist of only one hardback, three-ringed, tabbed, no-more-than-two-inches-thick notebook (provided by the Provost's office) with the applicant's name and category placed on the spine. The first page of the application should consist of a description of all duties and responsibilities assigned the applicant (i.e. job description) for the years included in the application e. g. , teaching, administration, supervision, advising, and load reduction with justification. This description should be formulated by the Department Chair with assistance from the applicant. The information in the application shall be organized according to the Requirements of Promotion/Tenure Review Document outlined in a later section. The application should minimize raw data (i.e. include detailed listings and summaries when possible) and information pertaining to previous rank or employment and focus on accomplishment during the applicant's present rank. All activities and accomplishments shall be dated. The recommendation for promotion will be based solely on activities conducted since the last promotion. In the case of tenure all professional activities and accomplishments will be considered. Activities and accomplishments before coming to SWOSU were considered in determining entry rank; therefore, activities and accomplishments before SWOSU will not be reconsidered for further promotion.

The application is the property of the applicant and will be returned immediately if the applicant withdraws or after completion of the tenure and promotion review process. RUSO policy 3.4.e.1. requires the office of academic affairs to retain the entire tenure file, including but not limited to the application, portfolio, and letters of recommendation.

## Review Process and Schedule for Promotion and Tenure

When a faculty member is to be considered for **tenure**, the Department Chair shall call a meeting of the tenured members of the academic unit for a discussion of the case. The academic unit's tenured members then elect their own chair and together

form the Academic Unit Committee. The faculty member shall be reviewed and evaluated by Academic Unit Committee, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of tenure will be made. This review may be conducted in a manner that allows for administrative information from within the department and for input from non-tenured colleagues, students, alumni. In the event that the number of tenured faculty members in the academic unit is fewer than five (5), the actual tenured members in the academic unit, plus additional tenured faculty members appointed by the Provost or the designee to form a group of at least five (5) tenured faculty members shall act as an *ad hoc* committee for tenure recommendation.

When a faculty member is to be considered for **promotion**, the Department Chair shall call a meeting of the tenured members of the academic unit for a discussion of the case. The academic unit's tenured and ranked members then elect their own chair and together form the Academic Unit Committee. The Academic Unit Committee shall consist of all tenured faculty above the rank of the candidate for promotion excluding the chair of the academic unit and any other candidates for promotion to the same rank. The faculty member shall be reviewed and evaluated by Academic Unit Committee, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of promotion will be made. In the event that a department is not able to form a committee of at least three members, additional members are selected by the following methods, in order, until a committee of at least three is obtained.

1. Tenured academic unit faculty at the rank of the candidate for promotion.

2. All academic unit tenured faculty at or above the rank of the candidate for promotion shall submit a plan to select additional members to produce a committee of three that is acceptable to the Dean of the college.

3. The Provost shall appoint tenured faculty above the rank of the candidate from other academic units to produce a committee of three.

d. If committee members are drawn from outside the applicant's academic unit, no Deans or applicants for the same rank shall be eligible for committee membership.

**The following information applies for both tenure and promotion:**
A simple majority rule shall prevail. With the exception of the Academic Unit Committee, the chair or individual from each level of the hierarchy shall report its decision (i.e. grant or deny) to the applicant on the Cover Sheet for promotion/tenure documents. The results of the balloting of the Academic Unit Committee are confidential, including vote counts *and* the decision to grant or deny. The applicant shall have access to the comments at every level of review. The Academic Unit Committee summary should reflect the majority opinion of the Committee; minority opinions should be so indicated. The Academic Unit Committee should carefully

review its comments to ensure that the results of its balloting remain confidential.

Those applicants receiving unfavorable recommendation (vote to deny) may respond on the Cover Sheet which accompanies each application and return the Cover Sheet and/or application to the chair or individual at the next level. The options shall be (1) to hold a conference with the chair or individual in the event of a recommendation to deny, (2) to withdraw the application, and/or (3) to forward the application to the next level. If the applicant decides to continue, the summary report from each level, excluding rankings where indicated, shall be sent to all higher levels as input and shall be communicated to the applicant.

The summary will include the results of the committee vote, majority/minority opinions and statements related to the applicant's qualifications for tenure or promotion. A record regarding the vote of individual committee members and statements or opinions expressed by individual committee members will not be included in the summary report or retained in committee records.

Applicants who are off campus related to their primary position assignment, i.e. College of Pharmacy faculty, may request to have the recommendations faxed to them for their signature indicating their choice of options. A faxed copy of their signature holds the same weight as their original signature.

The Provost will report these recommendations as well as his/her recommendation to the President. A recommendation for tenure may also come directly from the Provost or from the President of SWOSU without prior recommendation from the college and/or academic unit. The President will then make recommendations to the Board.

A list of the levels follows:

Academic Unit Promotion/Tenure Review Committee
Chair of the Academic Unit
Dean of the College
Faculty University Promotion and Tenure Review Committee
Provost
President

## The Academic Unit Promotion/Tenure Review Committee

The committee shall elect a chair who along with the other members of the committee shall complete a formal evaluation, which includes a vote to grant or deny promotion/tenure and rationale for the decision (Academic Unit Promotion/Tenure Recommendation Form). The members shall consider the criteria described in Section B above. A simple majority of the committee shall prevail. The chair of the committee is a voting member.

Procedure for voting by academic unit committee: Following discussion of a candidate, a vote is taken on recommendation to "grant" or "deny" promotion or tenure. Each vote is by separate, standardized secret ballot; ballots are prepared in advance but not distributed until discussion on a candidate is completed. Simple majority rule decides the recommendation. In the case of a tie vote (even if some abstain), the recommendation is deny. Committee members shall keep results of balloting confidential; candidates must not know the results of ballots.

The committee chair shall record the recommendation and compile a written summary, on a separate sheet, of the rationale ensuring that responses from individual committee members remain confidential. The summary report shall not include the results of the committee votes but will summarize majority and minority opinions and statements related to the applicant's qualifications for tenure or promotion, including strengths and weaknesses, without revealing the committee recommendation to grant or deny.

This report must be reviewed by the departmental committee and agreed by the majority of the members of the committee. If the majority do not agree, the committee must negotiate until there is majority agreement. A record regarding the vote of individual committee members and statements or opinions expressed by individual committee members will not be included in the summary report or retained in committee records.

The written summary shall be added to the promotion/tenure documents for review by the Department Chair and ultimately the applicant. After reviewing the summary with the Department Chair at the next step, the applicant may respond to the written summary by submitting a written comment and adding it to the promotion/tenure documents for review by the next level.

In addition to the written summary report, the Academic Unit Review Committee Chair will complete the standard SWOSU form Recommendation of the Academic Unit Review Committee: Promotion (or Tenure). This recommendation form is the only place where AURC votes are recorded. Neither the vote tally nor the decision to grant or deny may appear on the summary placed in the P/T document. The written summary becomes a part of the recommendation to the Department Chair. After the Recommendation of the Academic Unit Review Committee (including the summary report) is completed, ballots and written notes from the committee's work shall be destroyed.

Applicants who are off campus related to their primary position assignment, i.e. College of Pharmacy faculty, may request to have the recommendations sent electronically to them for their signature indicating their choice of options. A scan, fax, or email permission holds the same weight as their original signature.

## The Chair of the Department

The Department Chair shall submit a separate evaluation and recommendation and report the decision (i.e., grant or deny) to the applicant on the Cover Sheet for promotion/tenure

documents. The Department Chair shall complete the Recommendation of Departmental Chair form. In addition, the Chair should review the AURC summary report to be certain that it does not reveal the results of balloting at the AURC level. If the summary contains a suggestion of either vote totals or whether the recommendation was to grant or deny, it should be returned to the AURC Chair for correction.

Applicants are entitled to hold a conference with the Chairn. At this conference, the applicant should receive a copy of the AURC summary (but not the Recommendation form with votes) and the Department Chair recommendation.

Those applicants receiving unfavorable recommendation (vote to deny) may respond on the Cover Sheet and return the application to the Chair or individual of the next level. The options shall be (1) to withdraw the application or (2) to forward the application to the next level.

If the applicant decides to forward the application to the next level, the summary report from each level shall be sent to the Dean of the college. The summary will include the opinions and statements related to the applicant's qualifications for tenure or promotion. A chair applying for promotion/tenure will forgo the procedure of evaluating themselves.

Applicants who are off campus related to their primary position assignment, i.e. College of Pharmacy faculty, may request to have the recommendations sent electronically to them for their signature indicating their choice of options. A scan, fax, or email permission holds the same weight as their original signature.

## The Dean of the College

If the applicant decides to move their application forward, the Dean of the college shall prepare an evaluation and recommendation and report the decision (i.e. yes or no) to the applicant on the coversheet for promotion/tenure documents. If denial is recommended the Dean shall provide the applicant with a written summary response explaining the reasons for denial.

Those applicants receiving unfavorable recommendation (vote to deny) may respond on the Cover Sheet with options which accompanies each application and return the application to the individual of the next level. The options shall be (1) to hold a conference with the Dean in the event of a no vote, (2) to withdraw the application, and/or (3) to forward the application to the next level.

If the applicant decides to continue, the summary report from each level, excluding rankings where indicated, shall be sent to the Faculty University Promotion and Tenure Review Committee (FUPTRC). The summary will include the opinions and statements related to the applicant's qualifications for tenure or promotion. A Dean applying for promotion/tenure will forgo the procedure of evaluating himself/herself.

Applicants who are off campus related to their primary position assignment, i.e. College of Pharmacy faculty, may request to have the recommendations faxed to them for their signature indicating their choice of options. A faxed copy of their signature holds the same weight as their original signature.

## The Faculty University Promotion and Tenure Review Committee (FUPTRC)

The committee shall be composed of three faculty members from the College of Arts and Sciences, one faculty member from each additional college, and one faculty member from CETL or the SWOSU Libraries. No department within any college will have more than one member on this committee. Terms for all seats will be staggered so that only four of the total eight seats are open each year. Members of the committee shall serve two-year terms and shall not be able to serve consecutive terms. Members are nominated by the Faculty Senate are appointed by the Provost and the President. Department Chairs, Deans and applicants shall not be eligible for committee membership. The committee elects a chair.

Terms for all seats will be staggered so that only four of the total eight seats are open each year. Members of the committee shall serve two-year terms and shall not be able to serve consecutive terms. Department Chairs, Deans and applicants shall not be eligible for committee membership.

The members shall be selected in the following manner:

The Senate Executive Committee (with assistance, if needed) will compile a list of faculty eligible (by college) for SWOSU Promotion/Tenure Review Committee by the August Senate meeting. The Faculty Senators of each college will meet following the September Senate meeting and select from among the list of eligible and willing faculty who meet the minimum requirements of tenure, rank of associate professor, and seven years of experience at SWOSU and may not be a departmental chair during the current academic year. The Faculty Senate President (or designee) will forward the names to the Provost by the end of the first full week of October. The names may not include any faculty members applying for promotion and/or tenure. If these requirements prohibit a college from submitting a slate of eligible faculty, the requirements will be lowered in the following order:

1. If eligible candidates from the SWOSU Libraries are unable to meet the requirement of rank, this requirement will be waived for the SWOSU Libraries.
2. The years of experience will be reduced first to six and then to five.
3. Service on the committee the previous term is removed.
4. If there are fewer than three candidates and all eligible candidates have agreed to serve, then the Faculty Senators from that college shall submit a plan to the Provost for filling the vacancy(ies) to attain a list of three candidates. Once an

acceptable plan is agreed upon, the slate of three candidates will be submitted.

## Procedures for FUPTRC

### Confidentiality
All deliberations and records of the committee are confidential. All members of the committee are to maintain this confidentiality.

### Committee Officers
The Faculty University Promotion and Tenure Review Committee's (FUPTRC) first action is to elect a chair from its members only. The chair shall be in the second year of membership or shall have served previously on the FUPTRC. The chair of the committee does vote. The committee has the prerogative of deciding if it wishes or needs additional officers, for example a secretary or clerk, and fills such offices by election or appointment from among its members as it sees fit.

### Documents
The Provost places applicants' documents in a secure location which is accessible to committee members.

### Review of Documentation
The chair informs committee members of the location of documents so that committee members may begin their review of documents. The committee will decide the order in which categories will be considered.

Notes are the personal property of the individual committee member and serve to refresh one's memory during full committee discussion of a candidate. Members are also urged individually to make a rough, preliminary rating (‘exceeds expectations’, ‘meets expectations’, ‘does not meet expectations’) of the candidates prior to the meeting at which a vote will be taken.

### Eligibility
The first evaluation action taken by the full committee will be a review of eligibility requirements of candidates. Any candidate found ineligible will not be reviewed further. Such candidates will be so notified when the committee makes its reports at the end of the process.

### Quorum
FUPTRC shall have a quorum of seven (7) members. When the full committee of eight(8) members is present, five (5) votes in favor are required to recommend tenure or promotion. When seven members are present, four (4) votes in favor are required to recommend tenure or promotion.

### Discussion and Rating of Candidates
The committee will discuss and vote on each candidate, one at a time. Decisions concerning all candidates in a category will be made before moving to a consideration of candidates in another category. The committee will decide the order in which

categories will be considered. Prior to a vote to grant or deny, the committee will assign a rating ('exceeds expectations', 'meets expectations', 'does not meet expectations') to each candidate in a category and summarize the strengths and weaknesses, for inclusion in statements to be reported to the candidate.

**Voting**

Following discussion and rating of a candidate, a vote is taken on a recommendation to 'grant' or 'deny' promotion or tenure. Each vote is by separate, standardized secret ballot; ballots are prepared in advance but not distributed until discussion on a candidate is completed. Majority rule decides the recommendation. A tie (the committee has eight(8) members) means no majority, resulting in a recommendation to 'deny'. Following voting on all candidates within a category, the chair tabulates and reports the vote and rating for each candidate. Candidates within a category are divided into two groups, those for whom the majority position was to recommend 'grant' and those for whom the decision was to recommend 'deny. '

**Draft Reports**

The chair will prepare a summary list of committee recommendations (i.e. grant or deny) and ratings by academic rank and tenure, which is submitted to the full committee for final approval. Additionally, the chair will prepare a draft statement for each candidate with statements of strengths and/or weaknesses to support the committee's decisions.

If the applicant decides to move their application forward, the Chair shall prepare an evaluation and recommendation and report the decision (i.e., grant or deny) to the applicant on the Cover Sheet for promotion/tenure documents. If denial is recommended the Chair shall provide the applicant with a written summary response explaining the reasons for denial. In the letter to the applicant, the chair shall include a request for written response from the applicant stating that the summary was received. If no response is received within one calendar week following the mailing, the chair shall contact the applicant to confirm receipt.

Those applicants receiving unfavorable recommendation (vote to deny) may respond on the Cover Sheet with options which accompanies each application and return the form to the individual of the next level. The options shall be (1) to hold a conference with the Chair in the event of a no vote, (2) to withdraw the application, and/or (3) to forward the application to the next level.

If the applicant decides to continue, the summary report from each level shall be sent to the Provost. The summary will include the opinions and statements related to the applicant's qualifications for tenure or promotion.

Applicants who are off campus related to their primary position assignment, i.e. College of Pharmacy faculty, may request to have the recommendations faxed to them for their signature indicating their choice of options. A faxed copy of their

signature holds the same weight as their original signature.

**Report to the Provost**
The Chair will send the committee's summary list of committee recommendations and ratings by academic rank and tenure of those faculty who desire to continue the process, to the Provost. This summary list reports only the committee's majority decision and candidate ratings, not the numbers of votes to 'grant' or 'deny. '

**Communication Between the Committee and Others**
The Provost, President of SWOSU, and any other agency with a right to further information will direct their comments to the Chair of the FUPTRC, who shall be its only spokesperson.

**Appeals**
The Provost will report in writing to the Chair of the FUPTRC any appeals that are made and by whom. In the event of an appeal and should communication with the FUPTRC be necessary, the Chair of this committee shall be its sole spokesperson; confidentiality of individual committee member comments shall be maintained.

**Maintenance of Candidates' Documents**
All documents of candidates shall be maintained by the Provost until the entire university process, through appeals and final decision by the President following the appeals, is concluded. Candidates are advised to maintain a duplicate copy.

**Maintenance of Committee Records**
The Chair of the FUPTRC shall keep secure committee ballots, ratings, recommendations, comment sheets, and copies of reports until notified that the entire university process, through appeals and final decision by the President following the appeals, is concluded. Unless notified in writing to keep them, all committee records are to be destroyed following notification, in writing (non-electronic), by the Provost that the entire process is concluded.

**Final Reports**
The Chair of the FUPTRC, with approval of the committee, shall report in writing to the Provost on procedural problems encountered and/or recommendations to improve the procedure. The Provost shall report in writing to the Chair when the entire university process, through appeals and final decision by the President following the appeals, is concluded.

Faculty member recommendations and ratings from the Faculty University Promotion and Tenure Review Committee should be retained by the Provost.

## The President and the Provost

Notifications to candidates regarding the outcome of their applications will be made by email and written letter. The President and the Provost shall determine the promotion and tenure recommendations to be submitted to the Board of Regents of the Regional University System of Oklahoma. The confidential letters of recommendation from the levels of the process will be held in accordance with Oklahoma law, and destroyed when and if appropriate.

**Forms associated with Promotion/Tenure may be found on the SWOSU website here.**

## Appeals Procedure

An applicant may appeal to SWOSU Promotion/Tenure Appeals Committee once their application has been forwarded to all levels of the review process (i.e., through the level of Provost). The basis for the appeal must be a violation of procedural due process. The applicant must state the reason(s) for the appeal in writing. The Promotion/Tenure Appeals Committee will only review the applicant's submitted documentation in forming its recommendation. The recommendations from the Committee will be forwarded to the President.

The Promotion/Tenure Appeals Committee will be composed of two faculty members from the College or Arts and Sciences, one member each from additional colleges, and one faculty member from CETL or the SWOSU Libraries. Selections by the Faculty Senators of that college or library are forwarded to the Provost in the selection process for SWOSU Promotion/Tenure Review Committee. A seventh member of this committee will be a member of the Appellate Committee on Dismissal of Tenured Faculty Members and selected by the Faculty Senate. Members of the Promotion/Tenure Appeals Committee, including the member of the appellate committee, shall not have been involved in the promotion/tenure process as candidates or as members of Faculty University Promotion/Tenure Review Committee during the academic year.

The Promotion/Tenure Appeals Committee shall elect a Chair, who will be a voting member. The chair should report the committee's recommendation in writing to the appellant and SWOSU President. The President should inform the appellant, in writing, the acceptance or rejection of the Appeals Committee recommendations, prior to presenting the faculty list for promotion/tenure, to the Board of Regents for their approval. In the case of a rejection of the Appeals Committee recommendation, the President shall give the appellant, in writing, the reasons for such action.

# Promotion/Tenure Timeline

| Responsible Party | Action | Deadline |
|---|---|---|
| Candidate: | Commits to Promotion and/or Tenure by letter or email to the Department Chair | By the end of the second full week of September |
| Faculty Senate: | Faculty Senators will select members of the FUPTRC and Appeals Committee (following guidelines in C. 6. above). | September Faculty Senate meeting |
| Faculty Senate President (or designee): | Forward faculty names from each college to the Provost | By the end of the first full week of October |
| Candidate: | Submits documents to the Department Chair | By the first Monday after Fall Break |
| Provost: | Approves appointment of the Faculty University Promotion/Tenure Review Committee (FUPTRC). | By the first Monday after Fall Break |
| Chair: | Formulates Departmental Promotion/Tenure Review Committee and distributes documents to Departmental Committee | By the first Wednesday after Fall Break |
| Dept. Committee: | Forwards documents and recommendations to the Department Chair | By the second Friday in November |
| Chair: | Forwards documents and recommendations to the Dean | By the first Friday in December |
| Dean: | Forwards documents and recommendations to the Provost | By the end of the second full week of January |
| FUPTRC Chair: | Forwards documents and recommendations to the Provost | By the end of the third full week of February |
| Provost: | Forwards documents and recommendations to the President | By the end of February |
| President: | Notifies candidates of final recommendation for tenure and approval or denial of promotion | By the end of the first full week of March |
| Candidate: | Final day for filing appeal | By the first Friday after Spring Break |
| Appeals Committee Chair | Forwards recommendation(s) from the Appeals Committee to the President | By the end of the first full week of April |
| RUSO Regents: | Considers recommendations for tenure from President | Designated board meeting |

# GUIDELINES FOR PREPARING THE PROMOTION/TENURE DOCUMENT

The candidate, in consultation with the Departmental Chair, shall prepare a Promotion Review Document and/or a Tenure Review Document citing background, accomplishments, and duties using the format shown below.

## I. General Information

A. Appropriate cover sheet
B. Name and a description of the duties and responsibilities (i.e., job description) for the years included in the application
C. Educational background
D. Employment record (including positions, institutions, and dates, beginning with most recent)
*E. Citations in biographical works (e. g. , American Men & Women of Science)
*F. Awards and honors
*G. The previous letters of denial or approval from previous applications of the same rank or tenure at any level, whichever is applicable

* If applicable.

## II. Teaching

Using the criteria cited in Section I. B. 1 (Policies and Procedures for Promotion/Tenure of Faculty), the candidate shall detail teaching competence in a thorough but concise manner.

A. Courses taught--course number, title, semester, number of students
*B. Team- or turn-taught courses, coordinated and/or administered (course number, title, semester, number of students)
*C. Contributions to course and/or curricula development (course number, title, contribution)
*D. Preparation of instructional materials (course number, title, type of materials)
*E. Development of new teaching techniques and/or methods (course number, title, technique, or method)
F. Peer evaluations (provide Faculty Peer Observation Forms)
G. Administrative evaluations (provide the Chair Evaluation of Faculty Forms)
H. Student evaluations (provide a separate summary of statistical data and written comments for each section taught for the previous four semesters, not including summer.)
I. Professional development (official documentation)
J. Student mentoring
K. Other

* If applicable.

## III. Scholarly Activities

Using the criteria cited in Section I. B. 2 (Policies and Procedures for Promotion/Tenure of Faculty), the candidate shall detail accomplishments, when applicable, in scholarly activities in a thorough but concise manner.

A. Research (brief summary of research activities and/or interests)
B. Textbooks (bibliographical list of textbooks and/or contributions to textbooks)
C. Refereed journal articles (bibliographical list of articles indicating (*) primary authorship)
D. Scholarly papers (bibliographical list of papers indicating (*) primary authorship)
E. Grants and contracts (listing of grants and contracts indicating (*) those funded)
F. Exhibits
G. Musical compositions (listing of musical compositions)
H. Musical arrangements
I. Performances
J. Construction design
K. Unrefereed journal articles (bibliographical listing indicating (*) primary authorship)
L. Curriculum development/innovations (indicate course number, title, types of development)
M. Works of art
N. Editing/reviewing (list journals and other publications)
0. Professional development (documentation)
P. Student mentoring in research or scholarly activity as a co-author or contributor on a project
Q. Other

## IV. Service

Using the criteria cited in Policies and Procedures for Promotion/Tenure of Faculty, the candidate shall detail appropriate service activities.

## V. Submission on USB drive

RUSO (our governing board) now requires that SWOSU maintain (in perpetuity) all tenure/promotion binders in electronic format. For SWOSU, that permanent record will be on a USB drive supplied by the VPAA office. When the binder is turned in, a USB drive will accompany it. The drive must contain all of the binder contents in PDF format (details below). SWOSU will continue to use the physical binder for all evaluation processes, but will keep the USB drive to satisfy the Board requirement. Chairs should turn in the USB drives to the Dean as soon as they are received, and Deans will forward to the Provost. The VPAA office will maintain secure storage for the USB drives.

The USB drive may contain either a single or multiple PDF documents, but must include every page submitted. Please use PDF Compact format and 300x300 dpi resolution.

# POLICY AND PROCEDURES FOR EVALUATION OF FACULTY

## Frequency of Review

1. *First Year faculty members*
   All first year faculty will receive an information only (in most circumstances) evaluation from the Department Chair. This evaluation will occur after the first full semester of service. A record of the meeting date will be signed by the Department Chair and candidate and forwarded to the Dean. No other information from the meeting or evaluation will be recorded. Student evaluations are required for all non-tenured, permanent, full time faculty. Tenured faculty members must ensure that every course they teach is evaluated by students a minimum of one time every two-years.

2. *Non-tenure track faculty members*
   Non-tenure track faculty members with less than five (5) years of service will be evaluated annually in the continuance procedure. Non-tenure track faculty members with five (5) or more years of service may, at the discretion of the department, be reviewed annually, but must be reviewed at least every third year.

3. *Tenure-track faculty members*
   Tenure-track faculty members shall be evaluated annually in the continuance procedure.

4. *Tenured faculty members (Post-Tenure Review)*
   Pursuant to the conditions outlined below (see Post-Tenure Review section), tenured faculty members may be reviewed annually and must be reviewed at least every third year.

The Assessment Office coordinates student evaluation of faculty. See the entry on Tenure for additional information relative to evaluation.

## Continuance Procedures

1. Application materials

   a. The **Department Chair** will supply the following for the candidate by the second Friday after Labor Day:

      - If the candidate has non-teaching duties assigned, a summary of the candidate's job duties for the period under review.

- A copy of the written plan of improvement from the previous continuance cycle (if applicable)

b. The **tenure track candidate** for continuance will supply the following to the Department Chair by the second Friday after Labor Day:

- A current copy of their curriculum vita
- A yearly summary of their student evaluations with comments (maximum 2 years). This summary is furnished upon request by the assessment office
- One peer review (peer chosen by the candidate)
- (Optional) Other documentation (maximum of 10 pages) that the candidate would like the committee to consider

c. The **non-tenure track candidate** for continuance will supply the following to the Department Chair by the second Friday after Labor Day:

- A current copy of their curriculum vita
- A yearly summary of their student evaluations with comments (maximum 2 years). This summary is furnished upon request by the Assessment Office.

d. A **non-tenure track candidate for multi-year continuance** may *also* supply the following:

- (Optional) One peer review (peer chosen by the candidate)
- (Optional) Other documentation (maximum of 10 pages) that the candidate would like the committee to consider.

2. Upon receiving the above items, the Department Chair will schedule a meeting of the Academic Unit Continuance Committee.

3. Academic Unit Continuance Committee Composition:

a. The total full-time department faculty, except first year faculty members, will vote annually before September 1 on the format of the Academic Unit Continuance Committee (as in 3.b. below). If a department becomes deadlocked over the composition of the committee, the Dean of the college will break the tie.

b. The committee may consist of:

- all departmental tenured faculty, or
- all full-time members of the departmental faculty, except the individual under consideration, first year faculty members, and the Department Chair.

c. All continuance committees must have a minimum of four(4) voting members. If a department cannot meet the minimum number of voting members with tenured faculty, then the committee must consist of all eligible faculty members. If a department cannot meet the minimum number of voting members with all eligible faculty members, one or more faculty members from outside the department must be chosen and approved by a majority vote of all full time department faculty. Again, if a department becomes deadlocked over the composition of the committee, the Dean of the college will break the tie.

d. The candidate for continuance has the option of selecting a committee member from outside the department whether or not the department itself can produce a full committee of qualified faculty members. The selected committee member from outside of the department will be a voting member and must be approved by a majority vote of all full time department faculty. The selected member does not count towards the minimum of four (4) voting members.

e. Any dispute regarding the functioning of the committee or procedural matters will be decided by a majority vote of the committee.

4. The Academic Unit Continuance Committee will meet and consider the strengths and weaknesses of the faculty candidate for continuance.

a. The Committee will select one of its members to act as Committee Chair for the candidate. The member from outside of the department, as selected by the candidate, may not serve as Committee Chair. If there are multiple candidates for continuance, including the Chair of the committee for example, separate chairs may need to be elected.

b. The Committee Chair will conduct the meeting and is a recommending member.

c. The committee meeting will consist of an open discussion in the presence of all attending committee members except the candidate for continuance.

d. The Committee Chair will collect a Committee Member Recommendation for Continuance from each member of the committee by the Friday before Fall Break in October. These forms shall not be seen by the candidate under any circumstances.

e. The Committee Chair will prepare a summary of the candidate's strengths and weaknesses on the Departmental Continuance Committee Recommendation form. This report shall be a summary, not merely a transcription or copy and paste of individual comments. The summary must be reviewed by the departmental committee and signed by the majority of the members of the departmental committee. If the majority do not agree to sign the report, the committee must negotiate until there is majority agreement. If a committee member declines to sign, a note should be made on a signature line that (name) declined to sign the summary report.

f. The signed report and individual Faculty Recommendation forms will be forwarded to the Department Chair by the Monday after Fall Break.

g. After the Departmental Continuance Committee Recommendation form is turned in to the Department Chair, the individual Committee Member Recommendation for Continuance forms shall be destroyed.

5. The Department Chair has the responsibility to meet with the faculty member to share the results of the Academic Unit Committee(AUC) and the Department Chair recommendations and discuss the perceived strengths and weaknesses. This meeting should occur within the two work weeks after Fall Break.

6. If weaknesses are identified that must be addressed prior to the next continuance consideration, the Department Chair and faculty member may develop a written plan of improvement. A copy of the plan (if applicable) will be submitted to the Dean for informational purposes.

7. The Department Chair includes the report of the Academic Unit Continuance Committee when they forward their recommendation to the Dean. The Dean should receive these recommendations no later than the Friday of the first full work week in November.

8. A meeting between the Department Chair and the Dean is required when the committee, the Department Chair, or both are recommending non-continuance.

9. The Dean takes the recommendations of the committee and Department Chair into consideration and makes a recommendation to the Provost by the last class day in November. Original documents related to continuance are retained in the Dean's office except in the case of non-continuance, when the document is retained by the Provost.

10. If the Dean is going to make a non-continuance recommendation, the Dean will ask the Department Chair to inform the faculty member. The faculty member has the option of submitting a letter of resignation prior to the end of the Fall semester or of allowing the process to continue.

11. It is not required that the non-tenured faculty member be provided cause for non-continuance.

# Continuance Timeline

| Responsible Party | Action | Deadline |
|---|---|---|
| Department | Votes to determine whether Academic Unit Continuance Committee will be made up of tenured faculty only or all faculty except first-year members | By September 1 |
| Dept. Chair/Dean | Supplies job duties and copy of Plan of Improvement (if applicable) | Second Friday after Labor Day |
| Candidate | Forwards CV, yearly summary of student evaluations with comments, peer review (if tenure track), and optional additional documentation | Second Friday after Labor Day |
| Dept. Chair/ Dean | Schedules meeting of Academic Unit Committee | Immediately after materials submitted |
| Academic Unit Continuance Committee | Meets to elect chair and discuss each candidate. Each member turns in to Committee Chair a Faculty Recommendation Form | By the Friday preceding Fall Break |
| AUC Committee Chair | Prepares a Summary Report Form, collects signatures, and submits form to Department Chair | By the first Monday after Fall Break |
| Dept Chair/Dean | Performs own evaluation, completes Dept Chair Recommendation for Continuance Form, then meets with candidate to discuss AUC and Chair recommendations | Within two weeks after Fall Break |
| Dept Chair/Dean | Forwards AUC and Chair documents and recommendations to the Dean | By Friday of the first full work week in November |
| Dean | Forwards documents and recommendations to the Provost | By the last class day in November |
| Provost | Returns documents to Dean for filing | By the end of fall semester |

**Forms associated with Continuance Review may be found on the SWOSU website at this link.**

## Post-Tenure Review Procedures

1. The Department Chair notifies the tenured faculty candidate for post-tenure review by the end of the first full week of classes in fall semester of the review that will take place in the (fall) semester. Faculty in their first semester of tenure will not be formally evaluated. The Dean will initiate post-tenure review if the Department Chair is the candidate.

2. The candidate for post-tenure review must submit a current vita to the Department Chair by the end of the second Friday after Labor Day. The Department Chair will request student evaluations with comments of all courses taught during any two semesters since the last evaluation from the Assessment Office.

3. For post-tenure review purposes, the Academic Unit Review Committee (AURC) shall consist of all tenured faculty *above* the rank of the candidate excluding the Department Chair. In the event that the academic unit is not able to form a committee of at least three(3) members, additional members are selected by the following methods, in order, until a committee of at least three(3) is obtained.

    a. Tenured academic unit faculty *at* the rank of the candidate for review.
    b. All academic unit tenured faculty at or above the rank of the candidate for review shall submit a plan to select additional members to produce a committee of three(3) that is acceptable to the Dean of the college.
    c. The Provost shall appoint tenured faculty above the rank of the candidate from other academic units to produce a committee of three.
    d. No Department Chairs or Deans shall be eligible for committee membership.

4. The Academic Unit Review Committee (AURC) will meet, select a chair, discuss, and prepare a written evaluation, using the documentation submitted to the Department Chair, based on the tenured faculty's performance in teaching, scholarship, and service since the previous post-tenure review (normally, three-years). The emphasis on teaching, scholarship, and service will be dependent upon each faculty member's specific responsibilities. This evaluation shall be a summary, not merely a transcription or copy and paste of individual comments. The summary must be reviewed by the AURC and agreed to by the majority of the members. If the majority do not agree, the committee must negotiate until there is majority agreement. The AURC Chair will submit its evaluation to the Department Chair by the Monday after Fall Break. The AURC, the Department Chair, and Dean will use SWOSU Post-Tenure Forms, including the cover sheet.

5. The Department Chair will conduct an independent written evaluation based on the same criteria.

6. The Department Chair has the responsibility to share the results of the two post-tenure evaluations with the candidate. This meeting should occur within the three(3)

weeks after Fall Break. An unsatisfactory review will occur only if the Department Chair and the AURC both concur on the need for significant and fundamental improvement (as identified on the Post-Tenure Review Form.) In that case, the Department Chair, in consultation with the candidate, will develop a written plan of improvement, and the candidate must be reviewed again within one year.

7. The candidate for post-tenure review may submit a written response to the evaluation and/or plan of improvement.

8. The Department Chair forwards their evaluation (and improvement plan, if any), the faculty vita, the AURC evaluation, and the candidate's written response (if any), to the Dean. The Dean should receive this evaluation no later than the end of the second full work week of November.

9. The Dean forwards the material submitted by the Department Chair along with their evaluation to the Provost by the last school day in November.

10. In cases of unsatisfactory reviews, the Provost will forward the "needs for improvement" recommended by previous levels to the candidate before the last class day of the semester.

11. At the conclusion of the process, Post-Tenure Review documents will be retained in faculty files in the Dean's office.

12. Candidates receiving two consecutive unsatisfactory reviews may be terminated based on incompetence or on an act or acts which demonstrate unfitness to be a member of the faculty.

# Post-Tenure Review Timeline

| Responsible Party | Action | Deadline |
|---|---|---|
| Dept. Chair/ Dean | Notifies candidate of Post-Tenure Review | Friday of first week of classes in fall |
| Candidate | Submits CV to Dept Chair | Second Friday after Labor Day |
| Dept. Chair/ Dean | Requests two semesters of student evaluations with comments from Assessment | Second Friday after Labor Day |
| Academic Unit Review Committee | Meets to elect chair and review the candidate. AURC Evaluation Form is submitted to Dept Chair | By the first Monday after Fall Break |
| Dept Chair/ Dean | Performs own evaluation, completes Dept Chair PTR Evaluation Form, then meets with candidate to discuss AURC and Chair recommendations | Within three weeks after Fall Break |
| Dept Chair/Dean | Forwards AURC and Chair documents and recommendations to the Dean | By Friday of the second full work week in November |
| Dean | Forwards documents and recommendations to the Provost | By the last class day in November |
| Provost | In cases of unsatisfactory reviews, Provost forwards "needs for improvement" to the candidate | By the last class day of fall semester |
| Provost | Returns documents to Dean for filing | By the end of fall semester |

**Forms associated with Post-Tenure Review may be found on the SWOSU website at this link.**